DOCUMENT RESUME

ED 126 789 HE 007 710

TITLE Policies and Procedures. A Guide for Faculty and Staff Members, Massachusetts Institute of Technology.
INSTITUTION Massachusetts Inst. of Tech., Cambridge.
PUB DATE Sep 75
NOTE 221p.; For related document, see HE 007 690

EDRS PRICE MF-$0.83 HC-$11.37 Plus Postage.
DESCRIPTORS Administrative Organization; *Administrative Policy; *College Faculty; Copyrights; Educational Objectives; *Higher Education; *Job Tenure; Patents; *Personnel Policy; Research; Teacher Responsibility; Teaching Assistants; *Universities
IDENTIFIERS *Faculty Handbooks; Massachusetts Institute of Technology

ABSTRACT

The 1975 Massachusetts Institute of Technology faculty handbook, after a brief examination of the institution and its objectives discusses: (1) organization; (2) faculty and staff; (3) obligations of the staff; (4) tenure; (5) staff appointment policy; (6) staff benefits; (7) relationships and responsibilities toward students and employees; (8) relations with the community and public; (9) patent and copyright policies and procedures; (10) relations with government, industry, and foundations; and (11) facilities. (KE)

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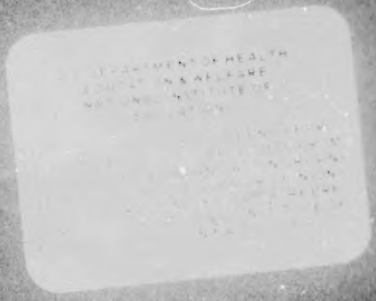
Policies and Procedures

A Guide for Faculty and Staff Members

September
1975



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Massachusetts Institute of Technology

FOREWORD

The revision of this guide has been coordinated by the Office of the Vice President for Administration and Personnel. General questions of interpretation and definition or suggestions for change in future revisions may be addressed to that Office. A specific note on definitions may be helpful: "Faculty" is as defined in Section 1.33 herein and in the Rules and Regulations of the Faculty; "Staff" as in "Faculty and Staff" refers to all members of the staff other than faculty; "Academic Staff" includes the faculty and all staff members other than the administrative and sponsored research staffs and the Lincoln Laboratory Staff.

M.I.T. offices or committees which may be helpful in providing clarification or assisting in the interpretation of particular sections of the guide are identified through the source code of the Table of Contents. Information source codes and associated activities are listed below:

Source Codes

(A) President and Chancellor
(B) Provost
(C) Vice President, Office of the President and Chancellor
(D) Secretary of the Institute
(E) Chairman of the Faculty
(F) Committee on Outside Professional Activities
(G) Vice President for Administration and Personnel
(H) Benefits Office
(I) Vice President and Dean of the Graduate School
(J) Office of Personnel Services
(K) Vice President for Financial Operations
(L) Lincoln Laboratory Personnel Office
(M) Medical Department
(N) Office of Personnel Development
(O) Undergraduate Research Opportunities Program
(P) Industrial Liaison Office
(Q) Dean for Student Affairs
(R) Faculty Committee on Discipline
(S) Special Assistant to the President for Urban Relations
(T) Institute Information Services
(U) Office of the Comptroller
(V) Committee on Inventions and Copyrights
(W) Office of Sponsored Programs
(X) Committee on the Use of Humans as Experimental Subjects
(Y) Vice President for Research
(Z) M.I.T. Associates

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INTRODUCTION

The primary purpose of this document is to outline the policies and procedures which guide M.I.T. faculty and staff members in the pursuit of Institute objectives and in relations with the community at large. It is also designed to acquaint new members of the faculty and staff with the organization and aims of the Institute; with their rights, obligations, and benefits; and with the facilities and services which support their professional activities.

The policies and procedures set forth in this document are those which affect faculty and staff in a way basic to the conduct of Institute affairs or are applicable to major or critical areas of Institute activity, and every member of the faculty and staff should be familiar with them.

It is hoped that members of the faculty and staff will find this document a useful guide not only for the conduct of their teaching, research, or administrative activities, but also for the pursuit of their own professional development within the framework of Institute objectives.

Jerome B. Wiesner
President

1.00 THE INSTITUTE

1.10 OBJECTIVES

In carrying out the provisions of its charter, the Institute has focused on two objectives, one primary and the other secondary: the advancement of knowledge through education and research, both pure and applied, in science, engineering, architecture and planning, management, social sciences, and the humanities; and service to the community and nation through the use of the Institute's resources, both intellectual and material.

While it is the responsibility of the Corporation of the Institute to decide the relative degree of emphasis to be placed on each objective, certain underlying purposes and principles govern their pursuit.

Education: It is the purpose of the educational program to develop in each student that mastery of fundamentals, versatility of mind, motivation for learning, and intellectual discipline and self-reliance which is the best foundation for continuing professional achievement . . . to provide a liberal as well as professional education so that each student acquires a respect for moral values, a sense of the duties of citizenship, a feeling for taste and style, and the basic human understanding and

knowledge required for leadership . . . and thereby to send forth men and women of the highest professional competence, with the breadth of learning and of character to deal constructively with the issues and opportunities of our time.

Research and Scholarship: The institute seeks through research and reflection to extend the boundaries of knowledge and the horizons of the human intellect. In so doing, it aims to create an atmosphere of intellectual excitement, a climate of inquiry and innovation in which each student develops a consuming interest in understanding for its own sake.

Service: As a modern university and social institution, M.I.T. recognizes an inherent obligation to serve its students and alumni, the professions, the world of scholarship, and society. As part of this obligation, the Institute seeks to serve the community and nation directly through its faculty and through the use of its facilities and administrative resources whenever there is a compelling need to which it can respond without impairing its primary functions.

1.20 DESCRIPTION

The Massachusetts Institute of Technology is an independent, coeducational, endowed university committed to the extension of knowledge through teaching and research. It is organized into five

academic Schools--Architecture and Planning, Engineering, Humanities and Social Science, Management, and Science--and a number of interdisciplinary groups and activities. There are some 8,000 students, more than half of them studying for undergraduate degrees; about 950 members of the faculty; and a total teaching staff of 1,700, including, in addition to the faculty, Lecturers, Instructors, and Teaching Assistants. Total employment at the Institute is 8,500, including research and library professional staffs, members of the administrative staff, and the many employees who, directly or indirectly, support the teaching and research goals of the Institute. The campus is located on 125 acres along the Charles River in Cambridge, Massachusetts, facing the city of Boston. M.I.T.'s Lincoln Laboratory is some fifteen miles away in Lexington, Massachusetts.

M.I.T. offers the Bachelor of Science and Master of Science degrees, the Master of Architecture and Master of Architecture in Advanced Studies, the Master in City Planning, the Engineer's degree, and the Doctor of Philosophy and Doctor of Science degrees. From modest beginnings in 1861 as an institution where students would "learn exactly and thoroughly the fundamental principles of positive science with their leading applications to the industrial arts," the Institute has grown to embrace teaching and research programs of distinction in engineering, the physical and life sciences, architecture and planning, management, and those of the humanities and social sciences most closely related by method or content to modern developments in engineering, science, and mathematics.

The Institute has a single campus and a single faculty serving both undergraduate and graduate students. Most of the classrooms and laboratories are in an interconnected group of buildings which facilitates informal interchange between departments and disciplines. With few exceptions faculty appointments are in one or more of the Institute's 24 academic departments, but there are also interdisciplinary laboratories, centers, and divisions which provide support in numerous fields that extend beyond the traditional boundaries of a single department, and many faculty members are associated not only with their home departments but also with one or more of the interdisciplinary activities. Most undergraduate students major in specific departments, focusing their work according to their interests. There are ample opportunities for students to share in the interdisciplinary activities of the faculty with whom they work and to major in fields which combine more than one discipline.

The academic programs of both undergraduate and graduate students are based upon a core of general Institute and departmental requirements. There is enough flexibility, however, to allow each student, in collaboration with a faculty advisor, to develop an individual program in response to his or her own interests and preparation.

Undergraduate subjects are offered by all of M.I.T.'s departments and Schools, and students' programs are generally made up of subjects from at least three of the Schools, some from all five. Graduate students frequently study in two or three of M.I.T.'s five

academic Schools. Undergraduate upperclass students often register with graduate students for some of their classes; many undergraduates and almost all graduate students participate, often together, in advanced research.

M.I.T. students come from every state in the United States and from 90 foreign nations; the proportion of foreign students at the Institute (about 18 percent) is one of the highest in an American university. The intermixing of ages, disciplines, and nationalities which is characteristic of M.I.T. deeply influences the life and experience of every member of this academic community, bringing together students and teachers, metallurgists and physicians, biologists and architects, humanists and engineers, young and old. The result is an academic environment unusual for its singleness of method and purpose and notable for its diversity of interest.

1.30 ORGANIZATION

The Institute is chartered under an Act of the General Court of the Commonwealth of Massachusetts.

1.31 THE CORPORATION

The governing body of the Institute is a board of trustees known as the Corporation, over which the Chairman presides. Its members include 90

distinguished leaders in science, engineering, industry, education, and public service, and (ex officio) the President, Chancellor, Treasurer, and Secretary of the Corporation. Three Representatives of the Commonwealth of Massachusetts and the President of the M.I.T. Alumni Association also serve as ex officio members of the Corporation. Between quarterly meetings the Corporation functions through its officers and Executive Committee.

The Corporation appoints Visiting Committees for each department and for certain of the other major activities of the Institute. These Committees, whose members are leaders in their respective professions, make recommendations to the Corporation concerning departmental activities and in turn provide counsel to the departments.

1.32 THE ADMINISTRATION

The Institute's chief executive officer is the President. The Chancellor acts as deputy to the President on all matters. In addition, senior administrative officers of the Institute include the Provost, the Associate Provost, and eight Vice Presidents. The academic program is directed by the President, the Chancellor, the Provost, Associate Provost, and five Deans, each responsible for the undergraduate and graduate programs in one of the five academic Schools. The Vice President and Dean of the Graduate School is concerned with coordinating educational policies of the graduate programs, and

the Dean for Student Affairs is directly concerned with all aspects of student life. The Director of Libraries has policy and operating responsibility for the M.I.T. libraries. Officers responsible for the overall administration of the Institute plus the Chairman of the Faculty meet regularly in the Academic Council. Department heads and directors of laboratories and centers join them to form the Faculty Council.

The Academic Departments: Within the five Schools are 24 academic departments, each under the leadership of the department head, responsible for the program of instruction and research in the disciplines it represents. The departments are organized under the Schools as follows:

School of Architecture and Planning
Architecture
Urban Studies and Planning

School of Engineering
Aeronautics and Astronautics
Chemical Engineering
Civil Engineering
Electrical Engineering and Computer Science
Mechanical Engineering
Materials Science and Engineering
Nuclear Engineering
Ocean Engineering

School of Humanities and Social Science

Economics
*Foreign Literatures and Linguistics
**Humanities
Philosophy
Political Science
*Psychology

Alfred P. Sloan School of Management

School of Science

Biology
Chemistry
Earth and Planetary Sciences
Mathematics
*Meteorology
*Nutrition and Food Science
Physics

Interdisciplinary Laboratories: The interdisciplinary laboratories and centers have been established to facilitate research in fields which cross the line of traditional disciplines, and many have been incubators of new fields. Administration of each laboratory and center is the responsibility of the faculty member who is director. Listed below are the Institute's major interdisciplinary laboratories and centers, grouped according to the organization with which they are associated:

---

*Graduate degree only

**Undergraduate degree only

Office of the Chancellor
Lincoln Laboratory

Office of the Provost
Artificial Intelligence Laboratory
Center for Advanced Visual Studies
Center for Cancer Research
Center for International Studies
Clinical Research Center
Division for Study and Research in Education
Harvard-M.I.T. Program in Health Sciences and Technology
Joint Center for Urban Studies
Neurosciences Research Program
Project MAC
Sea Grant Program

Office of the Vice President for Research
Bitter National Magnet Laboratory
Center for Materials Science and Engineering
Center for Space Research
Energy Laboratory
Laboratory for Nuclear Science
    Bates Linear Accelerator
Research Laboratory of Electronics

Medical Department
Arteriosclerosis Center

School of Architecture and Planning
Laboratory of Architecture and Planning

School of Engineering
Center for Advanced Engineering Study
Center for Policy Alternatives
Center for Transportation Studies
Electric Power Systems Engineering Laboratory

Department of Electrical Engineering and Computer Science
Electronic Systems Laboratory
High Voltage Research Laboratory
Laboratory for Insulation Research
Stroboscopic Light Laboratory

Department of Ocean Engineering
Commodity Transportation and Economic Development Laboratory

Alfred P. Sloan School of Management
Center for Information Systems Research
Industrial Relations Section
Operations Research Center

School of Science
Spectroscopy Laboratory
George R. Wallace Astrophysical Observatory

Department of Earth and Planetary Sciences
George R. Wallace Geophysical Observatory

Presidentially Appointed Committees: Responsibility for policy development and review in particular areas is often vested in committees appointed by the President. The current committees, whose titles are generally descriptive of their areas of responsibility, are listed below:

Committees Reporting to the President and the Chancellor

Committee on Animal Care
Athletic Board
Committee on Commencement
Committee on Inventions and Copyrights
Community Service Fund Board
Endicott House Board of Governors
Equal Opportunity Committee
Executive Committee of the Council for the Arts at M.I.T.
Committee on Foreign Scholarships
Committee on the Hobby Shop
I.A.P. Policy Committee
Committee on Laboratory Hazards
Medical Advisory Board
M.I.T. Press Editorial Board
M.I.T. Press Management Board
M.I.T.-Wellesley Upward Bound Steering Committee
Committee on Parking
Committee on Personnel Policy
Committee on Preprofessional Advising and Education
    Prelaw Advisory Council
    Premedical Advisory Council
Committee on Privacy
Committee on Radiation Exposure to Human Subjects
Committee on Radiation Protection

Committee on Reactor Safeguard
Committee on Safety
Standing Committee on the Special Laboratories
Student Activities Development Board
Committee on the Use of Humans as Experimental Subjects
Committee on the Visual Arts
Wellesley-M.I.T. Joint Committee
WTBS Foundation Board
Women's Advisory Group

Ad Hoc Committee

Advisory Committee on International Institutional Commitments

Committees Reporting to the Provost

Policy Committee of the Division for Study and Research in Education
M.I.T.-W.H.O.I. Joint Education Committee
Committee on Operations Research
Committee on Radio Astronomy
ROTC Committee

Committees Reporting to the Vice President for Research

Committee on the Center for Materials Science and Engineering
Committee on the Research Laboratory of Electronics

1.33 THE FACULTY

The Faculty of the Institute consists of all members of the instructing staff with the rank of Professor, Associate Professor, or Assistant Professor, Professors Emeriti having part-time appointments, certain designated instructors and research associates, and a number of administrative officers (ex officiis). Officers of the Faculty are the President and the Chancellor of the Institute, and the Chairman, the Associate Chairman, and the Secretary of the Faculty. The President presides over meetings of the Faculty and in his absence, the Chairman.

Educational policy for the Institute is determined by the Faculty. The Faculty meets regularly each month during the academic year to deal with matters relating to educational policy, methods, curriculum and degrees, both undergraduate and graduate. The Faculty develops and carries out policy through its standing committees. The Faculty Committee on Educational Policy (C.E.P.), which includes student members, formulates and articulates overall undergraduate education policy, sponsors educational experiments, and coordinates much of the Faculty business. The Chairman of the Faculty is ex officio Chairman of the C.E.P. Other committees of the Faculty, whose composition and duties are defined in the Rules and Regulations of the Faculty are the following: Academic Performance, Curricula, Discipline, Graduate School Policy, Industrial Liaison, Library Systems, Nominations, Outside Professional Activities, Student Environment, and Undergraduate Admissions and Financial Aid. The Staff Section of

the Staff-Administration Committee is also a standing committee of the Faculty.

1.34 COUNCILS OF THE FACULTY AND ADMINISTRATION

Communication and exchange between and within the faculty and the administration are facilitated through the three councils whose membership is shown below. The Academic Council meets weekly to confer on matters of Institute policy. The Faculty and Administrative Councils normally meet once a month during the academic year and, in addition to the members of the Academic Council, include representatives to advise on policy questions from the departments and professional courses, interdisciplinary laboratories, and administrative offices.

1.34.1 ACADEMIC COUNCIL

President (Chairman)
Chancellor (Vice Chairman and Chairman, Administrative Operations Subgroup)
Provost (Chairman, Educational Programs Subgroup)
Associate Provost
Vice President (Secretary)
Vice President, Operations
Vice President for Administration and Personnel
Vice President and Dean of the Graduate School
Vice President for Research
Vice President for Fiscal Relations
Vice President, Resource Development
Vice President for Financial Operations

Dean of the School of Architecture and Planning
Dean of the School of Engineering
Dean of the School of Humanities and Social Science
Dean of the Alfred P. Sloan School of Management
Dean of the School of Science
Dean for Student Affairs
Chairman of the Faculty
Director of Libraries

1.34.2 FACULTY COUNCIL

President (Chairman)
Chancellor (Vice Chairman)
Vice President (Secretary)
Chairman of the Corporation
Members of the Academic Council
Heads of Departments
Secretary of the Institute
Associate Chairman of the Faculty
Secretary of the Faculty
Director of the Francis Bitter National Magnet Laboratory
Director of the Center for Advanced Engineering Study
Director of the Center for Advanced Visual Studies
Director of the Center for Cancer Research
Director of the Center for International Studies
Director of the Center for Materials Science and Engineering
Director of the Center for Policy Alternatives
Director of the Center for Space Research
Director of the Division for Study and Research in Education
Director of the Energy Laboratory

Director of the Harvard-M.I.T. Program in Health Sciences and Technology
Director of the Laboratory for Nuclear Science
Director of the Lincoln Laboratory
Director of the Operations Research Center
Director of Project MAC
Director of the Research Laboratory of Electronics
Director of the Sea Grant Program
Director of the Spectroscopy Laboratory
Director of Admissions
Director of Athletics
Director of Information Processing Services
Director of the M.I.T. Press
Medical Director
Director of the Office of Sponsored Programs
Registrar
Director of Student Financial Aid
Director of the Summer Session
Associate Dean of the School of Engineering
Associate Dean of the School of Humanities and Social Science
Associate Dean of the Alfred P. Sloan School of Management
Representative of the Office of ROTC Programs
Executive Vice President, Alumni Association
Special Assistant to the President and Chancellor for Women and Work
Special Assistant to the President and Chancellor for Minority Affairs

1.34.3 ADMINISTRATIVE COUNCIL

President (Chairman)
Chancellor (Vice Chairman)

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Vice President (Secretary)
Provost
Director of Admissions
Director of Athletics
Director of Career Planning and Placement
Director of Graphic Arts and Audio-Visual Services
Director of Housing and Food Services
Director of the Office of Sponsored Programs
Director of Finance
Director of the Industrial Liaison Office
Director of Information Processing Services
Director of Lincoln Laboratory
Medical Director
Director of the M.I.T. Associates
Director of the News Office
Director of Personnel Relations
Director of Personnel Services
Director of Physical Plant
Director of Planning
Director of Purchasing
Director of the Institute Real Estate Office
Director of Resource Operations
Director of Resource Planning
Director of Student Financial Aid
Director of the Summer Session
Registrar
Associate Chairman of the Faculty
Associate Dean for Administration of the Alfred P. Sloan School of Management
Associate Dean of the School of Engineering
Associate Dean of the School of Humanities and Social Science
Assistant Dean for Minority Affairs, Graduate School
Assistant Dean for Student Affairs

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Associate Treasurer
Executive Vice President of the Alumni Association
Editor of Technology Review
Comptroller
Chief, Campus Patrol
Associate Director for Administration, Medical Department
Associate Director for Library Services
Special Assistant to the President and Chancellor for Minority Affairs
Special Assistant to the President for Urban Relations
Special Assistant to the President and Chancellor for Women and Work
Assistants to the Provost
Assistant to the Vice President, Administration and Personnel
Financial Vice President and Treasurer of the Alumni Association
Executive Assistant to the Vice President for Operations

2.00 THE FACULTY AND STAFF

2.10 OBLIGATIONS OF THE FACULTY

Teaching and research are the primary functions of the Institute and are nourished by efficient and imaginative administration. Service to the community and nation is an inherent obligation. These four--teaching, research, administration, and public service--are essential features in the M.I.T. program and make comparable demands on ability and devotion.

When the performance of faculty members is appraised, every effort will be made to give equal consideration to high achievement in any of these fields, and the value of their total contribution will be measured not only by the extent and nature of their activities but also by the effectiveness with which they are pursued.

The contributions of a faculty member are not, however, measured solely by activities directly related to Institute programs. The objectives of the Institute are served and its programs enriched by the active participation of its faculty in outside activities which contribute to the advancement of their profession or provide an opportunity for professional growth through interaction with industrial, economic and social life.

The Institute recognizes outstanding contributions and achievement not only by appropriate salary advancement and promotion but also by permitting faculty members greater freedom in arranging the details of their academic life. This increased latitude is, however, subject to an overriding principle. The primary loyalty of a full-time member of the faculty must at all times be to the Institute. This obligation underlies all others.

2.11 ACADEMIC ACTIVITIES

In accepting an appointment, full-time members of the faculty agree to place their professional careers within the scope of the activities of the Institute. The relationship thus created is based on the faculty member's readiness to serve the Institute in ways best calculated to carry out the Institute's objectives and obligations and to promote his or her own professional development.

In pursuing this goal, faculty members should keep in mind the importance of the following activities, which are essential to the overall program of the Institute.

Teaching: Teaching of Institute students in formal classes and laboratories, in informal groups and conferences, and by collaboration on research projects.

Preparation for such teaching by keeping abreast of current developments and studying ways to present the subject matter more effectively and improve teaching skills. Participation in curriculum development and in preparation of syllabi, laboratory manuals, texts, and other material written primarily for their value to teaching.

Providing counsel, guidance, and example to students in relation not only to their academic programs but also to their professional standards and general welfare. Participation in student life to aid students in broadening their horizons and preparing them to be responsible citizens.

Research and Scholarship: Research in all forms carried on to advance knowledge, develop its practical applications or improve an art, and which is thus of immediate or ultimate public benefit.

Contributions to scholarship resulting from research and study, including publication of books, articles, and reports. Contributions to the journals, meetings, or other activities of professional organizations of such a nature as to advance the profession. Writing of papers and texts primarily for their professional value.

Administration: Participation in the administration of the Institute, including membership on committees of the faculty and administration, planning of Institute-wide functions, and contributing to departmental administration, to the development of the junior staff, and to interdisciplinary collaboration.

Public Service: Service designed to strengthen other educational institutions here and abroad, assist the work of private institutions maintained for the public benefit, or otherwise contribute to the welfare of the community and general public. Activities in professional societies of such nature as to advance the profession. Advice and consultation to governments and service with agencies of government.

2.12 OUTSIDE PROFESSIONAL ACTIVITIES

The Institute believes that its educational program and effective teaching in all its aspects can flourish only when sustained by continuous, active participation of its faculty in research, enriched in many cases by interaction with industrial, economic and social life.

This interaction, including outside consulting service to and research for government and industry, is of greatest value when it contributes significantly to the public welfare, offers an opportunity for professional challenge and growth, or otherwise enhances the effectiveness of a faculty member's service to the Institute.

However, the magnitude of such outside professional activity and its rate of growth are such that orderly procedures must be followed to ensure the evolution of policy to avoid ethical and legal conflicts of interest and to ensure that such activities do not

conflict with the proper discharge of Institute responsibilities. Essential to the effectiveness of such procedures are (a) complete disclosure of outside professional activities, and (b) the availability of the best advice and consultation that can be obtained in any questionable situation.

Disclosure and Consultation: Liaison between the head of a department and faculty members is the principal means of communication and disclosure in matters involving outside professional activities. The following procedures are to be followed:

a. It is the obligation of faculty members to keep their department heads continuously informed in adequate detail as to all outside professional activities, service on external committees, and other special assignments.

b. It is the further obligation of faculty members to discuss with their department heads the assumption of outside activities which are new in scope or kind, including patent arrangements, before entering an agreement to undertake them. This is particularly true of those outside activities, such as direct and active management obligations in outside business entities, which are normally incompatible with the performance of Institute obligations.

Situations of unusual complexity or those incapable of satisfactory resolution between faculty members and their department heads may be referred to the Faculty Committee on Outside Professional Activities either by the department head or by the individual

concerned. However, consultation with a department head or the Committee in no way relieves the faculty members of full responsibility for their actions.

Standards and Criteria: Where personal responsibility, integrity and high ethical standards are the principal factors in avoiding conflicts of interest, the Institute expects that all members of the faculty will conduct their outside activities in a manner which reflects credit on themselves, their profession, and the Institute without need for specific criteria or rules of conduct. The principal safeguards against abuse are the standards required by professional colleagues and the rigorous process by which the Institute evaluates and selects individuals for appointment and promotion.

Some situations, however, involve unique knowledge and understanding, or are sufficiently complex that judgments may differ on whether there is conflict of interest. Individuals of the highest integrity may, therefore, unknowingly place themselves in situations where conflicts exist. It is in such areas of doubt that the establishing of guidelines or criteria may be useful and necessary. As the Committee on Outside Professional Activities participates in the discussion and resolution of situations of this type, the resulting practice and precedent will constitute and evolve into guidelines both for the overall judgment of the Committee and for the individual judgments exercised by department heads. Such guidelines will from time to time be communicated to faculty members in an appropriate manner.

2.12.1 RELATIONS OF SENIOR AND JUNIOR FACULTY

The involvement of junior members of the faculty in outside professional activities is important to their professional development. Senior faculty can assist junior faculty in developing such activities by offering potential opportunities to junior faculty, and giving them advice in such activities, both with respect to technical and ethical issues. It is important, however, that the senior faculty do not prejudice their positions with respect to judging their junior faculty in issues of promotion and tenure by virtue of outside professional activities in collaboration with junior faculty members, nor should senior faculty allow internal relationships with junior faculty to influence external relationships, expectations, or assignments. Any new involvement or change in outside professional relations of senior and junior faculty should be approved by the department head after joint discussion with both senior and junior faculty concerned.

2.12.2 RELATIONS OF FACULTY AND STUDENTS

Part-time involvement of students in the outside professional activities of faculty may under certain conditions offer the potential for substantial benefits to the education of the student. Such involvement, however, should be controlled in a manner and under circumstances in which the student's academic duties and rights are not infringed or prejudiced. Approval should in any case be given explicitly by the department head after discussion

with the faculty member in the presence of the student.

2.12.3 RESPONSIBILITY OF THE DEPARTMENT HEAD

It is a responsibility of department heads to ensure that members of the department are familiar with Institute policies and procedures relative to outside professional activities.

The role of the department head in regard to such matters further includes:

a. Being currently informed as to the outside professional activities of members of the department;

b. Advising faculty members so that they may avoid conflicts of interest or situations which may adversely affect the Institute;

c. Supervising especially outside professional activities when senior and junior faculty and students in the department are associated together to make clear to all parties the necessity to safeguard the academic relationship;

d. Consulting the dean of the School and/or the Faculty Committee on Outside Professional Activities in situations where they or faculty members wish such advice.

In addition to the foregoing procedure, each department head should ascertain, about May 1 of each year for the academic year then drawing to a close, the

nature and extent of the outside professional activities of members of the department, not including, however, the income derived from such activities. Information of the following type will in most cases prove useful:

a. The number of days spent on outside professional activities having as their primary objective service of the type performed for professional societies, for government and industry committees, review boards and panels, or for other educational institutions, and for which compensation is normally incidental;

b. The number of days spent on compensated outside professional activities (but not to include the amount of compensation derived therefrom);

c. The nature of the relationship involved in the outside connections of a faculty member;

d. The extent to which a company in which a faculty member is involved does business with M.I.T. and information on any significant financial interest the faculty member may have in such a company;

e. Names and responsibilities of committees (in government or industry) on which the faculty member serves.

Such an annual review should be of assistance in revealing the general pattern of such activities by members of the department. It should aid the department heads in consultations with their deans, and at

meetings of the Faculty Council, and will on an overall basis, without impairing the privacy of any individual, provide the Faculty Committee on Outside Professional Activities with a useful source of guidance.

The fact that such a review is made once a year should not obscure the principle that faculty members keep their department heads currently informed concerning their outside professional activities.

2.13 FULL-TIME SERVICE

The obligation inherent in full-time service is difficult to define since in academic life it means far more than a stated number of hours per week. It implies controlling interest, loyalty, and first responsibility to the Institute and, therefore, must remain loosely defined, depending on principle rather than formula. When it has been necessary for practical reasons to be more specific, the Institute has generally granted full-time members of the faculty the privilege of devoting an average of about one day per week to their outside personal professional activities.

2.14 I.A.P. POLICY

The January Independent Activities Period (I.A.P.) is a three and a half week interval between the fall

and spring semesters devoted to independent study, research, and other activities without the pressures associated with the curriculum and degree requirements of the regular term. Students are not required to be on campus, and activities for credit are deemphasized. Many faculty members and students continue their regular work or undertake new individual projects in concentrated fashion, but about 500 special activities are organized each year by students and faculty and are publicized in the Guide to I.A.P. Activities as an invitation to participation by others.

2.14.1 FACULTY AND DEPARTMENTAL RESPONSIBILITIES

Contributions of the faculty and departments are as critical to the well-being of I.A.P. as to the regular semesters. The flexible, unstructured nature of I.A.P. and the degree of freedom students have create an ambience in which individual faculty members are often unsure what responsibilities and opportunities I.A.P. holds for them.

Since academic-year appointments run from September 1 to May 31, they encompass I.A.P. Faculty members are expected to plan their I.A.P. activities within the framework of their commitments for the academic year. In an effort to remove as much ambiguity as possible, the faculty voted to incorporate in its I.A.P. resolution the following statement from the Committee on Educational Policy: "First, every department should establish for I.A.P. a pattern of operation which makes its faculty accessible to students on the widest and most varied basis

consistent with maintaining normal levels of research and outside professional activity. Second, every department should try to achieve an equitable distribution of academic responsibilities among its faculty during the nine-month period of each academic year, including I.A.P., and if inequities should arise, it should seek to correct them in succeeding years. It is up to each department to establish unambiguous internal policy practically conducive to these ends and to enunciate such policy clearly."

For further information on I.A.P. responsibilities, see the special I.A.P. Policies and Procedures issued each year by the I.A.P. Policy Committee.

2.15 APPOINTMENT POLICY

2.15.1 THE ANNUAL SALARY PLAN FOR FACULTY

Full-time faculty members at M.I.T. are paid through an annual salary plan. It is the Institute's intent under the plan to encourage creative activities on the part of the faculty during the summer months. The major features of the plan are:

a. All regular members of the faculty plus Senior Research Scientists and Instructors are considered to be employed for a 12-month period which coincides with the Institute's fiscal year of July 1 to June 30, including the January Independent Activities Period. Lecturers and Technical Instructors may be included in the Annual Salary Plan at the option of the

department. Visiting faculty and staff members are not included in the annual salary plan.

b. Salary payments to academic staff members under the M.I.T. Annual Salary Plan are made monthly during the fiscal year although the staff member will normally fulfill his or her academic responsibilities during the first and second terms including participation during Independent Activities Period. In particular, the one-month Independent Activity Period in January is a part of the regular nine-month academic year during which academic staff members carry on teaching, research, and other duties as part of their normal annual obligations without additional compensation; nor will salaries of staff members be otherwise augmented from funds administered by M.I.T. for services performed during the academic year on behalf of any department or program of the Institute, except under extraordinary circumstances and then only with the prior approval of the Chancellor.

c. The use of the Annual Salary Plan creates a variance between the salary payments made to the faculty member and the salary earned through service. The result is that if a faculty member wishes to resign before the start of the first term, the appointment is considered void and the individual will be obliged to return to the Institute the payments of the annual base salary received for July and August. Further, if a faculty member wishes to resign as of the end of January, there will be no payment for the month of January because payment will have been made for one-half of the annual base

salary as of December 31. If the faculty member wishes to leave at December 31, one-half of one month's pay at the charging rate (one-ninth the individual's annual salary) must be returned to the Institute. If the faculty member wishes to leave as of May 31, the salary will continue through June 30.

d. Teaching appointments are made with the understanding that whenever needs of the academic department require teaching duties during the summer months, the faculty member will be paid an additional salary for this service at a monthly rate of pay proportionate to the individual's Annual Salary Plan divided by nine.

e. In order to insure the availability of at least one month per year for rest and relaxation for all of the teaching staff, no individual will be paid more than eleven-ninths of his or her annual plan salary in any one fiscal year. This applies to all individuals receiving supplementary summer compensation for additional teaching duties as well as sponsored research. When a faculty member participates in a "Special Summer Program," his or her salary will not be governed by formula, but will be negotiated with the Director of the Summer Session subject to the approval of the faculty member's total summer program by the department head. Prior approval of the Chancellor is required if the total compensation is proposed to exceed twelve-ninths of the individual's annual salary.

2.15.2 AFFIRMATIVE ACTION SERIOUS SEARCH POLICY

In furtherance of M.I.T.'s commitment to affirmative action in the employment of women and members of minority groups, Institute policy requires that approval of the appropriate Appointments Subgroup of the Academic Council be obtained prior to making an offer of appointment to an individual for a position on the faculty or as an instructor, administrative staff, or sponsored research staff member. The recommendation will be evaluated on the basis of evidence provided of a broad and serious search for qualified candidates, including women and minority candidates. Further information on the procedures relating to this policy are found in the Institute's Affirmative Action Plan.

2.20 APPOINTMENT AND TENURE POLICY FOR THE FACULTY

The ideal attributes of any departmental staff, taken as a group, are creativity, professional competence and leadership, ability and desire to teach, and willingness to cooperate with other departments in promoting the work and welfare of the Institute as a whole. Thus, within each department, there are recognized opportunities for different types of individual contributions to these several ends. It is the duty of the administration to ensure, within any department, not only a proper balance among these activities but also the maintenance of each at the highest level, together with

suitable recognition of individual achievement and service.

Each appointment or reappointment to the Faculty should be based unequivocally on the reasonable belief that the appointee is the best candidate available under the terms of the appointment. It is also essential that each promotion to a higher rank be based on an appraisal of the individual's qualifications that is sufficiently broad and objective to ensure the preservation of those standards of professional and academic attainment by which the rank is characterized both within M.I.T. and at other institutions of the first quality.

2.21 ACADEMIC APPOINTMENT PROCESS

To maintain these standards, promotion to the successive professorial ranks involves an increasing measure of participation and review by the appropriate academic School, acting through its council or by such other means as it may choose; monitoring and surveillance by the Provost and the Academic Appointments Subgroup of the Academic Council; the consideration of both internal and external assessments of the candidate's research ability and professional promise; and review and evaluation of teaching performance and of other contributions.

Tenure recommendations are made on the basis of a most thorough review at each level, culminating in a detailed examination of each recommendation for

tenure by the Academic Appointments Subgroup of the Academic Council. Whenever possible, the tenure review is initiated on a preliminary basis a year or two in advance of the time of decision. Final approval of all academic appointments and promotions rests with the Executive Committee of the Corporation.

A professorial appointment, including a tenure appointment, normally obligates a faculty member to render full-time service to the Institute. In those special instances where full-time service is not in the best interests of both parties, an appointment may be made with a specified part-time obligation. The specified obligation of the individual faculty member is inherent in the appointment, and any change thereto must be approved through the academic appointment process. Appointments to the Faculty are made without prejudice with respect to current or potential child-rearing responsibilities which might require periods of part-time service or leaves of absence.

2.22 PROFESSORIAL APPOINTMENTS

The Faculty of the Institute consists of those members of the Academic Staff with the rank of Professor, Associate Professor, or Assistant Professor, but not including Adjunct Professors; Professors Emeriti having part-time appointments; certain designated instructors and research associates; and a number of administrative officers ex officio, according to the rules of the faculty.

In addition to the three customary professorial ranks, Professor, Associate Professor, and Assistant Professor, M.I.T. recognizes four other professorial appointments: Institute Professor, Special Faculty Professor, Visiting Professor, and Adjunct Professor.

2.22.1 INSTITUTE PROFESSOR

The title of Institute Professor is an honor bestowed by the faculty and administration of M.I.T. on a faculty colleague who has demonstrated exceptional distinction by a combination of leadership, accomplishment, and service in the scholarly, educational, and general intellectual life of the Institute or wider academic community. The honor recognizes past contributions and provides the holder with an opportunity for continued and expanded contributions. A person holding an Institute Professorship enjoys a distinctive position of freedom and prestige among the faculty.

The special nature of the title is indicated by the limitation on the number of active Institute Professors--usually no more than twelve at one time. Highly regarded as a symbol of recognition and distinction, the Institute Professorship is not considered to be a fourth and highest faculty rank. It honors individuals who have made, and are expected to make, extraordinary contributions to our intellectual and collegial life.

Its criteria and appointment procedures are distinct in emphasis and nature from those associated with regular appointments and promotions.

Nominations for an Institute Professorship may be made at any time by M.I.T. faculty members. Preferably the nomination should be made by faculty members representing different departments and, if possible, different schools at M.I.T. On receipt of a nomination, the Chairman of the Faculty consults with the Academic Council with three questions in mind: (i) is there a good *prima facie* case for the qualifications of the nominee making it worthwhile to proceed further? (ii) would the appointment unduly increase the total number of Institute Professors? (iii) would the appointment lead to a disproportionate distribution of Institute Professors within the different segments of M.I.T.? If this consultation suggests that the procedure should be carried forward, the Chairman of the Faculty, jointly with the President, convenes an ad hoc faculty committee to evaluate the qualifications of the named candidate and to make a documented recommendation to the President. This faculty committee should include members from several departments and should have representation as well from outside M.I.T.

2.22.2 SPECIAL FACULTY PROFESSOR

This professorship is unique, having been established by the Faculty in July 1971, to be held by the then retiring President, thereafter to lapse. The duties include lecturing and teaching as the incumbent desires, concerning himself with the welfare of M.I.T. as an institution for education and research, thinking about its problems, and making his findings known.

2.22.3 VISITING PROFESSOR

A distinguished scholar who is a member of the faculty of another institution may be eligible for appointment as Visiting Professor in the appropriate rank on a year-to-year basis or for part of a year. Such appointment carries no implication of academic tenure.

2.22.4 ADJUNCT PROFESSOR

Appointments to the rank of Adjunct Professor are made only to practitioners who have developed a high level of expertise in fields of particular importance to the M.I.T. faculty and who demonstrate as well a deep commitment to teaching and research.

The responsibilities of an Adjunct Professor include, but are not limited to, teaching and conducting and supervising research. Each appointee should teach at least the major part of one subject per academic year, may be the instructor in charge of subjects of instruction, may supervise theses with departmental permission, and may be principal investigator on research projects.

Appointments may be made only at the rank of Adjunct Professor; the title is as follows: "Adjunct Professor of _____." Appointments are part-time, may be made for a maximum of three years duration, and may be renewed. The total commitment of an Adjunct Professor over the duration of the appointment shall not normally exceed an average of 50 percent. Adjunct Professors appointed for half-

time service are eligible for participation in the Retirement Plan and other staff benefits, except those which are unique to the faculty. Such appointment carries no implication of academic tenure nor membership on the Faculty.

2.23 PROMOTION AND TENURE POLICY

Rules of Tenure: The rules of tenure may be summarized as follows:

a. Appointment as Professor carries tenure.

b. Tenure must be granted Associate Professors with a total of seven or more years of service if they are continued after age 35.

c. Promotion to Associate Professor must be granted Assistant Professors with seven years of service if they are to be continued.

d. Tenure appointments will not be made in the ranks of Instructor, Assistant Professor, and Visiting Professor.

e. Department heads must review annually with every member of the faculty of that department not on permanent tenure that individual's prospects for future and permanent appointment at the Institute.

f. Effective July 1, 1976, notice to Assistant and Associate Professors of nonreappointment will be

given in writing in accordance with the following standards:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

3. At least twelve months before the expiration of an appointment after two or more years at the Institute.

During the period of transition to July 1, 1976, it will continue to be our policy that not later than December 1 of the last academic year in their terms of appointment, all Assistant and Associate Professors must be officially notified whether or not they are to be reappointed, except in the case of an Assistant Professor whose appointment at the Institute is for one year.

g. Permanent tenure applies only to academic rank, not to administrative position; for example, department heads do not have permanent tenure in that position, but only in their academic rank.

Definitions: The following definitions are used in carrying out the tenure policies:

Years of Service: A year of service means equivalent full-time academic service as an M.I.T. faculty member, including full-time service in any rank of Visiting Professor but excluding service as an Instructor. One year of recognized professional leave counts as one year of service, but recognized professional leave in excess of one year or personal leave of any length is not ordinarily counted. Equivalent full-time service allows the addition of fractions of years representing part-time service; for example, an individual with half-time appointment for one academic year is deemed to have one-half year of service.

Determination of Age: A person's age at his or her birthday next preceding July 1 in any year holds for administrative purposes throughout the ensuing academic year. For example, appointment at age 37 means an appointment effective on the July 1 immediately after one has become 37.

Termination of Tenure: Permanent tenure is not an inescapable legal obligation; it is a principle of administration. Gross misconduct, criminal acts, or serious disregard of duties may lead to termination of tenure rights. However, any action by the administration leading to termination of tenure must be demonstrably in good faith and follow due process.

It has always been a valid objection to an institution's granting permanent tenure to a large portion

of its faculty that neither the institution nor its younger members have sufficient protection against the occasional faculty member who fails to fulfill the obligations of his or her position. If, in the opinion of the administrative officers, a member of the faculty having permanent tenure fails to meet reasonable standards of performance, it is expected that disciplinary action will be taken. Any such action should be preceded by a warning, and if this does not result in improved performance, the disciplinary action may take the form of a reduction in the faculty member's salary.

When action proves to be necessary, the member of the faculty involved is entitled to a review of his or her case by a committee appointed by the President in consultation with the Staff-Administration Committee.

2.24 INSTRUCTORSHIPS

The regular Instructor appointment outlined in the following section is the first step toward the professorial and tenure ladder and provides an opportunity for evaluating an individual's qualifications for eventual promotion to the faculty. Appointments as Technical Instructor and Non-Resident Instructor fill specialized needs, while appointments as Instructor-G are available to graduate students having exceptional teaching ability.

The distinction between a graduate student being appointed a regular Instructor or an Instructor-G is based upon the anticipated continuation of the individual as determined by the appointing department. If the anticipated contribution is at or near that of an academic staff member, with a corresponding salary, the appointment of regular Instructor is appropriate.

2.24.1 INSTRUCTOR

Instructors should either have a doctorate or equivalent professional degree or be working toward one with reasonable expectation of success. Reappointment should depend on satisfactory progress toward an advanced degree and a demonstrated interest in and capacity for an academic career.

The duties and obligations of Instructors are, in general, those described for the faculty in Sections 2.10 and 2.11.

Teaching: The primary duty of young persons entering the teaching ranks is to become capable and inspiring teachers. No less than senior members of the faculty, they should consider it a duty to become personally acquainted with their students and to keep themselves informed regarding both the academic progress and general welfare of their students. In addition, they should aim to exert a helpful influence on student life by taking an interest in extracurricular activities as well as by counseling individual students regarding their studies.

Study and Research: Instructors not possessing the doctorate are encouraged to continue their studies and proceed to a higher degree. In so doing they should follow the policies and procedures set forth in the "Graduate School Manual." Any Instructor who has the ability and urge to carry on creative research work will be encouraged to do so, and those efforts will be supported as liberally as available funds permit.

Service to Government and Industry: When the outside professional activities of Instructors can enhance their professional development or contribute to the effectiveness of their service to the Institute, these may be undertaken with the approval of the appropriate department head.

Appointment Policy for Instructors: Appointments to the rank of Instructor are typically for one year, but may be renewed. Standards of notice of non-reappointment contained in Section 2.23 apply also to Instructors, effective July 1, 1976. In the interim, appointments are presumed not to continue beyond the date of termination specified in the letter of appointment.

2.24.2 TECHNICAL INSTRUCTOR

This classification is given to technically trained personnel, usually of long experience, who assist in laboratory instruction.

Members of the armed services on duty with resident

ROTC detachments are appointed Technical Instructors if their duties warrant.

2.24.3 NON-RESIDENT INSTRUCTOR

This classification is used for those who give courses of specialized instruction at various laboratories and organizations which are not part of the Institute but at which M.I.T. provides instruction as part of a cooperative or other arrangement.

2.25 LECTURER, SENIOR LECTURER

Lecturers and Senior Lecturers teach and advise thesis students. This category includes Professors Emeriti with part-time lecturing appointments as well as members of the Sponsored Research Staff who teach occasionally. The Senior Lecturer appointment is intended for those whose maturity and professional stature are equivalent to that of a full professor.

A Lecturer appointment may be full-time or part-time and is usually on a year-to-year basis. However, a visitor not otherwise connected with M.I.T. who comes to the Institute for the purpose of presenting a series of lectures, regardless of length, should be appointed a Visiting Lecturer.

Lecturers appointed on a basis of half-time or more extensive service are eligible for participation in

the Retirement Plan and other staff benefits, except those unique to the faculty.

2.26 HONORARY LECTURER

This appointment is reserved for those distinguished persons, holding no other Institute academic appointment, whom the President and the Corporation have chosen to honor for a singular record of achievement and public service. The holder of the title of Honorary Lecturer is afforded all the privileges of the Institute and, from time to time, will share his or her knowledge and experience with members of the faculty and student body in informal seminars or formal lectures. The appointment may be on an Institute-wide basis or a departmental basis.

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2.29 APPOINTMENTS BEYOND THE NORMAL RETIREMENT AGE

Appointments may be offered to members of the faculty, most frequently as Senior Lecturers, for a period of up to five years after retirement. Each of these

appointments is decided annually, one year in advance, on the basis of the needs of the department and the individual's interests. The departmental recommendations require approval of the Academic Council. All appointments beyond the age of 65 are made on an annual basis for a maximum of half-time service. Other retiring staff members may be offered a part-time appointment on the same basis with the same approval process.

2.30 APPOINTMENT POLICY FOR RESEARCH STAFF (ACADEMIC)

Academic research staff appointments at M.I.T. fulfill a variety of needs. For those who have recently received a doctorate, they provide an opportunity for two or three years of broader experience before entering professional careers at a university or in business, industry or government.

For those who entered their professions immediately after receiving a doctorate or lesser degree, such appointments provide an exposure to new knowledge and techniques arising out of university research. This group often includes professors on sabbatical leave and research personnel from business and industry who come to M.I.T. in visiting scholar roles for a year or two.

Others, whose education emphasized training in the specifics of their profession, find an opportunity to master basic concepts on which to build new knowledge in a variety of fields. Executives from

business, science, and engineering frequently come to M.I.T. for this purpose.

The Institute welcomes such individuals to its campus and values highly the benefits derived from their presence, including their significant contributions to the M.I.T. research program.

Every person sharing the facilities of the Institute for more than a week or two (i.e., not a transient visitor) should be registered as a regular or special student, appointed to the instructing, research or other staff, or given a research staff appointment in one of the categories outlined below.

An appointee who is also attending classes should be registered concurrently as a graduate student and should pay normal tuition fees.

2.31 SENIOR RESEARCH SCIENTIST

Senior Research Scientist is a senior position on the academic research staff as evidenced by the term of appointment, the associated prerogatives, and expected contributions to the Institute's research objectives. An individual so appointed possesses exceptional and demonstrated capabilities in his or her field. The academic attainment of individuals receiving this appointment closely parallels the professorial ranks, except that their interest and duties are concentrated in research.

Such appointments require, in addition to approval of the department head and dean, approval of the Academic Appointments Subgroup of the Academic Council on the basis of a full presentation of the individual's contributions. Appointments are for an indefinite period, requiring a three-year notice of termination. The position is covered by the Annual Salary Plan for faculty, permits the individual to serve as principal investigator, and includes consulting privileges. Appointments are made only in the academic departments.

2.32 POSTDOCTORAL FELLOW, RESEARCH FELLOW

Postdoctoral and Research Fellows come to M.I.T. with fellowship aid to develop their scholarly competence. They normally work under the supervision of senior M.I.T. faculty members and use the facilities of the Institute. The Postdoctoral Fellow title is appropriate for those holding the doctoral degree, while Research Fellow should be used for those with comparable professional qualifications.

Postdoctoral and Research Fellows are not degree candidates, and under existing regulations their monthly stipends are partially exempt from Federal income tax. No services can be required of Fellows by virtue of their appointment, and their stipends do not constitute payment of salary for services rendered to the Institute. Since Fellows are not employees of the Institute, they do not participate in the Retirement Plan or other staff benefits,

although they may apply for coverage under the Student Health Insurance Plan.

Funds for postdoctoral fellowships are provided from a variety of sources, including private donors, foundations, corporations, and government agencies such as N.S.F. and N.I.H. Because the terms and conditions of fellowships vary widely, each must be considered on an individual basis. If the terms of a specific fellowship do not preclude it, a Fellow may concurrently hold a part-time appointment at the Institute.

2.33 RESEARCH ASSOCIATE, SENIOR RESEARCH ASSOCIATE

Research Associates perform research on the campus, using Institute facilities without detailed supervision, and they may guide the research of others and participate to a limited degree in classroom teaching. The appointment is reserved for those who have either received a doctorate or demonstrated equivalent professional attainment. The appointment may appropriately be given to holders of a medical doctorate who are candidates at the Institute for a Ph.D. or Sc.D. degree. The Senior title is appropriate for Research Associates whose professional stature is equivalent to that of a full professor, and may be awarded only with the approval of the Academic Appointments Subgroup of the Academic Council. These appointments are normally made only in the academic departments.

Appointments as Research Associate are usually for not less than one semester and are usually not renewed beyond a total of three years. The appointees are employees of the Institute and may be salaried or unsalaried. Those with salaried appointments on the basis of half-time or greater service are eligible for participation in the Retirement Plan and other staff benefits, except those unique to the faculty. Full-time Research Associates on twelve-month appointments are entitled to four weeks of vacation per year.

If an appointment of less than one semester is contemplated, a visiting appointment of the appropriate type should be used.

2.34 TECHNICAL ASSISTANT

This classification is intended for those professionally trained individuals who appear to merit a title other than assistant or technician but who are not eligible for a Research Associateship. Ordinarily, the Technical Assistant will be appointed on a full-time basis only. Technical Assistants will be entitled to vacations in accordance with the Sponsored Research Staff plan.

2.35 TECHNICAL ASSOCIATE

This classification is intended for a group of professional men and women with broader responsibilities than those of a Technical Assistant. Five years experience as a Technical Assistant or the equivalent is required. The individual should be able independently to formulate and carry out a series of technical operations to achieve a defined result. This appointment is used for the individual who has become proficient in a number of technical areas and who accepts responsibilities for conducting a variety of essentially technical operations (without supervision) in a research laboratory. Technical Associates on an annual appointment will be entitled to a vacation of three weeks with pay during each calendar year of service, becoming four weeks after 10 years of Institute service.

2.36 VISITING ENGINEER, SCIENTIST, SCHOLAR, AND LECTURER

These appointments designate visitors working at M.I.T. for a specified period from one month to one year. The specific title, always preceded by "Visiting," should reflect the actual duties of the visitor. Thus a Visiting Lecturer has come to the Institute for the express purpose of presenting a series of lectures. A Visiting Engineer, Scientist, or other similarly titled appointee is primarily occupied with research in the field indicated.

A "Visiting" appointment may be full-time or part-time, salaried or unsalaried. Since the appointment is by definition a temporary one, the visitor is not eligible for staff benefits, except that those with salaried appointments are eligible for the Blue Cross-Blue Shield coverage.

2.37 RESEARCH AFFILIATE

This appointment recognizes the status of individuals with whom the Institute wishes to acknowledge some degree of association. Affiliates characteristically have no specific duties and are typically not in residence. They are not employees of the Institute and do not participate in staff benefit plans.

2.38 APPOINTMENT PROCEDURE

A department head who wishes to recommend an individual for an academic research staff appointment described in Section 2.30 should do so on the "Recommendation for Research Staff Appointment by a Department" form and forward it to the appropriate academic dean for approval.

In exceptional circumstances appointments may be made by a research center director, but only after consultation with the appropriate department head. These appointments may be made only in the academic research staff categories and on the "Recommendation

for a Research Staff Appointment by a Research Center" form.

The department or center making the recommendation will act as immediate host during the appointee's stay at the Institute.

2.39 APPOINTMENT POLICY FOR GUESTS OF THE INSTITUTE

A Guest is usually a distinguished individual of considerable professional attainment to whom the Institute extends the prerogative of observing or participating informally in certain phases of its activities. The term of the appointment is from a few weeks to a year. The Guest receives no salary from M.I.T. and does not participate in staff benefit plans.

Recommendations for the appointment of Guests are initiated by department heads or research center directors on the "Recommendation for Research Staff Appointment by a Department or Center" form. The form is then forwarded to the appropriate senior officer for approval.

2.40 ACADEMIC ADMINISTRATIVE, LIBRARY, AND ADMINISTRATIVE STAFF APPOINTMENTS

These appointments include individuals with professional or administrative responsibilities in the

central administration, departmental administration or in the M.I.T. Libraries. They assure the provision of services essential to the support of the educational and research objectives of the Institute, whether within the library system, the academic departments, or in such central functions as financial and personnel administration, student services, data processing, public affairs, resource development, and operations.

These appointments are encompassed within the Institute's Staff Classification and Salary Administration Program with each position assigned to a classification and to one of the nine levels with its associated salary range. A full-time staff appointment implies a primary commitment to the responsibilities of the position and the goals of the Institute, and the compensation provided the individual as a full-time member assumes that commitment. Salaries of staff members will not be augmented from funds administered by M.I.T., except as provided for in the normal pattern of promotion and salary review. Exceptions are occasionally made, with prior approval of the Chancellor, when it is advantageous to the Institute to utilize a staff member's secondary skill part-time; for example, as an athletic coach, when it can be done without detriment to the staff member's primary commitment.

These staff appointments are covered by the Staff Benefits Program and include four weeks of vacation after 12 months of service. They do not include consulting privileges as defined for members of the faculty. However, specific instances of consulting

service may be undertaken with the department head's prior written approval if the department head is satisfied that each such activity will contribute significantly to the professional growth and development of the individual and to the individual's professional service to M.I.T. or to M.I.T.'s service to society at large, and that the individual's normal responsibility and contribution to M.I.T. will not thereby be diminished. Moreover, outside professional activity over and above the individual's regular full-time commitment to the Institute is not precluded.

These staff appointments are normally for no specified term. They may be terminated for cause, including misconduct or unsatisfactory performance. They may also be terminated for lack of work or funds or other operational reasons, with notice as provided in Section 3.25.

2.41 ACADEMIC ADMINISTRATIVE STAFF

The academic administrative staff consists of individuals without other academic appointments, whose principal responsibilities involve administration in an academic department or School. Appropriate descriptive titles, including those of Administrative Officer and Administrative Assistant, are assigned by the department to define responsibilities within the department. These are academic staff appointments and are initiated on the "Recommendation for Appointment" form which is then forwarded for

approval to the Academic Staff Records Office by the dean, the classification and level of the position having previously been established in coordination with the Office of Personnel Relations, and with the equal opportunity serious search requirement having been fulfilled.

2.42 LIBRARY STAFF

The library staff consists principally of professionally trained librarians with varying levels of responsibility within the M.I.T. Libraries. Appropriate descriptive titles to identify function are often used to define responsibility in addition to the salary administration classification. The M.I.T. Librarians are members of the academic staff and appointments are initiated on the "Recommendation for Appointment" form by the Director of Libraries and forwarded to the Provost for approval and transmission to the Academic Staff Records Office following fulfillment of the equal opportunity serious search requirement, the classification and level of the position having previously been established in coordination with the Office of Personnel Relations.

2.43 ADMINISTRATIVE STAFF

The administrative staff includes individuals with professional or administrative responsibilities, appointed within the departments and offices of the

central Institute administration. Typically each staff member has a title descriptive of his or her function or administrative responsibility. Requests to fill administrative staff positions are submitted by the department on a "Request for Personnel" form and forwarded directly to the Office of Personnel Services (or through the appropriate vice president or dean for an unbudgeted position). Prior to the initiation of the appointment for an individual, the equal opportunity serious search requirement must have been met and, as well, the appropriate classification and level of the position established in coordination with the Office of Personnel Relations.

2.50 GRADUATE STUDENT STAFF

Instructor-G and Teaching and Research Assistantships are Institute junior staff positions to which only registered candidates for advanced degrees may be appointed. Assistants and Instructors-G must be enrolled full-time during each term of their appointments, including the summer if they hold appointments then. Graduate fellowships and traineeships do not constitute appointments to the graduate student staff; provisions relating to these awards are described in the General Catalogue and the Graduate School Manual.

2.51 OBLIGATIONS OF THE GRADUATE STUDENT STAFF

Students holding a Teaching or Research Assistantship share a responsibility for promoting the scholarly and educational objectives of the department of which they are staff members. Graduate student staff, no less than the faculty, should consider it a duty to become personally acquainted with the students assigned to them and to interest themselves in their students' academic and non-academic progress. Assistants are subject to the policies and procedures of their departments and of the Institute and should respect and conform to the rules and procedures of the division or laboratory to which they may be assigned.

Because academic progress contributes to a student's effectiveness as an assistant, consecutive appointments are favored. However, applications for reappointment are considered individually on merit. Reappointment depends on academic progress as well as on performance as an assistant. A student's appointment to an assistantship may be cancelled at any time if progress in a graduate program is unsatisfactory or if the student is not carrying on the duties assigned.

2.52 GRADUATE STUDENT STAFF APPOINTMENTS

2.52.1 INSTRUCTOR-G

Graduate students with considerable teaching experience may receive Instructor-G appointments. These appointments should be given only to mature students of proved teaching ability who, in the opinion of the department head, are competent to accept teaching responsibilities warranting the grade of Instructor. The rate of compensation for such students will be determined in each case by the dean of the School concerned according to the circumstances of the appointment.

Graduate students may on occasion be appointed to the position of Instructor on the regular academic staff. The distinction between a registered graduate student being appointed an Instructor or Instructor-G is based upon the anticipated contribution of the individual as determined by the appointing department. Only if the anticipated contribution is at or near that of an academic staff member, with a corresponding salary, is the appointment of Instructor appropriate.

2.52.2 TEACHING ASSISTANT

The principal duties of a Teaching Assistant include assisting faculty members in grading quizzes, classroom and laboratory instruction, preparing apparatus or material for demonstrations, and conducting tutorials and discussion sections.

2.52.3 RESEARCH ASSISTANT

The principal duty of a Research Assistant is to contribute under supervision to a program of departmental or interdepartmental research. The appointment is made with the understanding that the required services will contribute to the professional training of the graduate student. While Research Assistants are committed to performing assigned services, their work is usually suitable for and used as part of their thesis research to the extent approved by the head of the appointing department and the thesis supervisors.

Research Assistants are compensated on the basis of the time devoted to their research activities. In all cases they must pay full tuition. Research Assistants who indicate both an interest in and a capacity for teaching may be assigned some departmental teaching duties, but their principal activities should be confined to research.

2.53 APPOINTMENT POLICY

2.53.1 PAYMENT

The prevailing scales of compensation for Research and Teaching Assistants are adjusted to make the appointments equally attractive, taking into account the availability of tuition scholarships, the opportunities for thesis research, and other benefits connected with each.

The Institute is obliged to withhold Federal and Massachusetts income taxes from the salaries of Teaching Assistants and Instructors-G. The salaries of Research Assistants are usually exempt from income tax as a statutory scholarship if the recipients are working in a field related to their thesis research.

2.53.2 APPOINTMENT PROCEDURE

Appointments to the graduate student staff are made by department heads on the "Appointment to Graduate Student Staff" form. An appointment for the academic year is normally for the period September 1 through May 31; a summer appointment is normally for the period June 1 through August 31. However, appointments may be made for shorter periods.

2.54 VACATION

Instructor-G and Assistantship appointees observe normal Institute holidays and are entitled to two weeks of vacation with pay if their appointments are for the full calendar year. Their vacation schedule must be approved by their supervisors.

2.60 THE SPONSORED RESEARCH STAFF

2.61 SPONSORED RESEARCH STAFF APPOINTMENTS

Staff members with sponsored research staff appointments (non-academic) are attached to a research project and report to the project supervisor, ordinarily a member of the faculty, who in turn reports to the department head, or, insofar as projects within a research center are concerned, to the laboratory director. Such appointments may be made as conditions require and at a level of compensation appropriate to the requirements of the position and the qualifications of the appointee. These appointments do not carry academic privileges such as tenure, regular graduate student status, or consulting privileges.

Sponsored research staff members are divided into two groups: members of the research group have appointments as sponsored research staff; members of the administrative group are appointed as sponsored research administrative staff.

Any vacant or new position must be posted, according to the Institute's Affirmative Action Plan, and evidence of a broad search for candidates must be presented to the Academic Council prior to any offer of appointment. (See Section 3.15--Equal Opportunity Policy.)

2.61.1 TERM OF APPOINTMENTS

Regular sponsored research staff appointments are for no specified term. Under normal circumstances, professional personnel become members of the

sponsored research staff with the understanding that their appointments are related to a particular project and will terminate upon completion of the project. However, every effort will be made to inform an appointee as far in advance as possible of the termination of the project to which the individual is assigned. The policy and procedure for termination is contained in Section 3.25.

2.61.2 STUDENT STATUS

Any sponsored research staff member, full or part-time, may, with permission from the project supervisor, apply for enrollment as a special student at M.I.T. in one subject per term (but not for thesis) either as a listener or for academic credit. A sponsored research staff member may not use as a basis for a thesis any research work which is performed on the contract to which the individual is assigned. Sponsored research staff members appointed for the summer months only are not eligible to register for summer courses. Sponsored research staff members may be eligible for tuition assistance through the Office of Personnel Development. Under certain circumstances, as outlined in the Graduate School Manual, sponsored research staff and Lincoln Laboratory staff members may be granted the status of Limited Graduate Student.

2.62 LINCOLN LABORATORY STAFF

Staff appointments are made at the Lincoln Laboratory under the authority of the Director and the Chancellor. Such appointments are made as conditions require, with the appointee attached to the laboratory rather than to any academic department. Compensation must conform to the approved schedule. These appointments do not carry academic privileges such as tenure, regular graduate student status, academic vacations, or consulting privileges.

These staff appointments are for no specified term, but every effort is made to inform an appointee as far in advance as possible of the termination of the project to which the individual is assigned, with the minimum notice of such termination as described in Section 3.25.

Lincoln Laboratory staff members have privileges and benefits comparable to those of sponsored research staff members on the campus.

2.63 GRADUATE STUDENT SPONSORED RESEARCH STAFF APPOINTMENTS

A graduate student may not interrupt his or her academic program to accept a staff appointment in sponsored research on the campus or at Lincoln Laboratory either during the academic year or during the summer without the approval of the department head and of the appropriate academic dean and unless the work as an employee is unrelated to the student's

thesis research. A signed "Thesis Release" form must be submitted to the Office of Personnel Services in support of such appointment.

2.70 OTHER INSTITUTE APPOINTMENTS

In addition to the faculty and staff appointments described herein, the Institute makes three other types of appointments, known as Exempt, Office/ Clerical (Bi-weekly) and Hourly, each of which is described below. These positions provide a wide range of clerical, administrative, technical and operational support to the faculty and staff, and vary in level from beginning positions requiring a minimum of training and experience to those involving the application of specialized skills at advanced levels and requiring extensive training and experience. These appointments are typically indefinite and without specified term. Benefits differ in some significant respects from those provided to the faculty and staff and to some degree among the several categories. These appointments are not staff positions within the meaning of the term as used in this guide.

2.71 EXEMPT

The Exempt appointment applies to those positions involving duties and responsibilities which meet the requirements of the Federal Fair Labor Standards Act for exemption from the overtime payment provisions

of the Act. Responsibility for the supervision of others is a frequent, although not a mandatory, characteristic of these appointments. Typical occupational titles are Supervisor, Foreman, Engineering Assistant, Administrative Assistant and Technical Assistant. Exempt personnel fulfill important technical, administrative and managerial roles at the Institute. The appointments are distinguished from staff appointments on the basis of the scope of the responsibilities involved or the breadth of the formal training required. Vacant Exempt positions are submitted to the Office of Personnel Services on a "Request for Personnel" form and posted in conformity with the Institute's Affirmative Action Plan.

2.72 OFFICE/CLERICAL (BIWEEKLY)

Office/clerical (biweekly) appointments encompass, but are not limited to, positions involving duties of a primarily clerical and secretarial nature. Also included in this group are some sub-professional positions such as those which support the Institute's data processing operation, the library and accounting functions, and some specialized research positions. Biweekly positions are classified in five grades, II through V-A, with appropriate salary ranges, and have titles descriptive of the duties of the positions. Such positions are described and submitted to the Office of Personnel Services on a "Request for Personnel" form with appropriate departmental authorization. All biweekly positions are posted through the procedures

prescribed in the Institute's Affirmative Action Plan. Biweekly positions are covered by the Federal Fair Labor Standards Act and subject to the Act's overtime provisions.

2.73 HOURLY

The hourly positions include both union and non-union hourly-paid classifications. The unions having collective bargaining agreements with M.I.T. are: the Research, Development and Technical Employees' Union (RDTEU), the Service Employees' International Union (Local 254, AFL-CIO), the Hotel, Restaurant and Institutional Employees' Union (Local 26, AFL-CIO), and the Independent Union of Plant Protection Employees (Local 14). The hourly-paid classifications represent research support, maintenance support, the trades and other services such as housing, food service, and laboratory protection. Positions which are covered by a collective bargaining agreement are subject to the specific posting and bidding procedures of the agreement.

Positions are described and submitted to the Office of Personnel Services on a "Request for Personnel" form, with appropriate departmental authorization. Positions not filled through the union bidding process are posted through the procedures noted in the Institute's Affirmative Action Plan. Hourly positions are covered by the Federal Fair Labor Standards Act and are subject to the Act's overtime provisions.

2.80 STAFF BENEFITS

The staff benefits programs of the Institute are available to all faculty and staff members who are appointed on the basis of at least 50 percent time, except for visitors and members of the Armed Services assigned to the Institute. They do not, however, apply to members of the graduate or undergraduate student staff, or to Postdoctoral or Research Fellows. Their continuance during any leave of absence granted by the Institute is determined on a case-by-case basis. Certain benefits are unique to members of the faculty and are so identified. Further information on staff benefits may be obtained from the Benefits Office, E19-220, Extension 3-4271.

The following descriptions of benefits are not intended to be complete but only a summary of the principal features of each benefit plan. The formal plan documents govern in all cases.

2.81 GROUP LIFE INSURANCE

All regular faculty and staff members who work 50 percent time or more are eligible on the date of appointment for group term life insurance in amounts equal to three times their annual salaries (or in the case of the faculty members, an amount equal to eleven-ninths times annual base salaries), rounded to the next higher $1,000, with a maximum of $160,000. The cost of the coverage is shared by the Institute and participating members. There may be some Federal

income tax liability for those whose amount of coverage exceeds $50,000.

A member who participates in this contributory program is obliged to accept the full amount of insurance coverage for which he or she is eligible. This requirement extends to increased amounts of insurance for which a member becomes eligible in the future because of changes in salary. Increases in the amount of insurance coverage under this program due to a change in salary will take place automatically on the first of the month coincident with or next following such a change, provided the member is then actively at work. Otherwise the increase will be effective upon his or her return to work.

Those who do not wish to participate in this contributory program will be furnished $5,000 of life insurance by the Institute. Those who do not enroll for the contributory coverage within thirty-one days of becoming eligible may do so after that date only by furnishing evidence of insurability satisfactory to the insurance company. This will require a physical examination at the individual's expense.

2.81.1 INSURANCE AFTER RETIREMENT

On the July 1 next following the individual's sixty-fifth birthday and each July 1 thereafter, insurance coverage under this plan is reduced according to the following schedule:

July 1 following age 65	80% of previous coverage
July 1 following age 66	60% of previous coverage
July 1 following age 67	40% of previous coverage
July 1 following age 68	30% of previous coverage
July 1 following age 69	20% of previous coverage

All insurance ceases on the July 1 next following the seventieth birthday.

2.81.2 CONVERTING TO OTHER INSURANCE

Faculty and staff members who leave the Institute may convert part or all of their M.I.T. life insurance to regular life insurance without providing evidence of insurability to the life insurance company provided they do so within 30 days of the date of termination.

2.81.3 PERMANENT AND TOTAL DISABILITY BENEFITS

Faculty and staff members with less than two years of membership in the Retirement Plan for Staff Members may be eligible for benefits under the permanent and total disability provision of the Institute's Group Life Insurance Plan. Those with two or more years of membership are eligible for the disability income benefits of the Retirement Plan for Staff Members (Section 2.83.1).

2.81.4 ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS

Accidental death and dismemberment insurance coverage is included in this program, in an amount equal to the amount of the life insurance coverage. The full

amount of this insurance becomes payable if death results from an accident. The amount is also payable if the accident causes the loss of sight of both eyes or the loss of two limbs. Half of this amount becomes payable if an accident causes the loss of the sight of one eye or the loss of one limb.

Payment of amounts due under this feature is in addition to the life insurance disability benefits described above.

2.82 HEALTH INSURANCE AND HEALTH CARE BENEFITS

2.82.1 BLUE CROSS AND BLUE SHIELD MASTER MEDICAL PLAN

On application through the Institute's Benefits Office, members of the faculty and staff are able to participate in the Institute's Blue Cross/Blue Shield Master Medical Plan, sharing with the Institute the cost of coverage. The details of coverage under this plan are available from the Institute Benefits Office.

2.82.2 M.I.T. HEALTH PLAN

As an alternative to the regular Blue Cross/Blue Shield Plan, the Medical Department offers, in the M.I.T. Health Plan, a prepaid comprehensive health care program with a broad range of preventive and treatment services. Membership in the M.I.T. Health Plan entitles the faculty or staff member to comprehensive health care services, including treatment

for illness or injury, diagnostic service, hospitalization, periodic physical examinations, immunizations and injections, and 24-hour emergency service. The M.I.T. Health Plan offers a group practice of Medical Department staff and their referral specialists who provide a full range of health care needs, at a cost modestly above the individual's contribution to the Blue Cross/Blue Shield Master Medical Plan. Information is available about the plan from the Medical Department and the Institute Benefits Office.

2.82.3 ACCESS TO HEALTH SERVICES

All members of the faculty and staff, including those who are participants neither in the M.I.T. Health Plan nor in the Institute's Blue Cross/Blue Shield Plan, have available to them without charge the services of the M.I.T. Medical Department for primary medical care (visits to an internist, surgeon, psychiatrist, or nurse practitioner at the Department).

Services of other specialists are also available at a charge, except for members of the M.I.T. Health Plan, for whom the services are included in the Plan fee.

2.83 RETIREMENT

The normal retirement date is the July 1 next following the staff member's sixty-fifth birthday.

2.83.1 RETIREMENT PLAN FOR STAFF MEMBERS

Each regular member of the faculty who works 50 percent time or more and holds the rank of Professor or Associate Professor becomes a member of the Retirement Plan for Staff Members upon the date of his or her appointment. Each other regular full-time faculty or staff member who works 50 percent time or more becomes a member of the Retirement Plan upon completion of five years of continuous or total service. However, such a faculty or staff member who has not completed five years of service may become a member upon request. An individual who becomes a member shall continue as such regardless of any change in status or position so long as he or she remains in the active employment of the Institute.

Contributions: Each contributing member contributes 5% of regular salary through monthly payroll deductions. The Institute contributes about 11%, of which 10% is applied to the funding of pension benefits and about 1% to supplemental benefits. The member's contribution is invested in the Fixed Fund. In addition, the member may elect from the following options how the Institute's contribution will be invested:

(a) 100% in the Fixed Fund.
(b) 50% in the Fixed Fund and 50% in the Variable Fund.
(c) 100% in the Variable Fund.

Variable Annuity: Upon becoming a member of the Plan, or at any time thereafter subject to the provisions of the Plan, a member may elect to have a

portion or all of the Institute's contributions toward his or her retirement allocated to a variable annuity fund. This election will apply only to contributions made for the member after the date of election and must remain in effect for a minimum period of five years. Retirement income from this fund will be paid in units of fluctuating market value so the member will have all the advantages and disadvantages of changing securities prices during years of active service and during retirement. Election of this option will, of course, affect the amount of benefits payable under the various circumstances described in the following paragraphs.

Benefits on Retirement: The normal retirement benefit, payable from the normal retirement date, is derived from a sum equal to the value at retirement of the member's contributions, plus interest, together with 200% of that amount, provided by Institute contributions, if the variable annuity option was not elected.

Minimum Pension: A person who has completed at least ten years of contributory membership in the Plan will be entitled upon retirement, at the normal retirement date, to a minimum pension, based on a single life annuity which will be equal to 1-2/3% of the member's final average salary multiplied by the number of years of contributory plan membership up to a maximum of 50% of his or her final average salary. "Final average salary" means the average annual base salary (excluding summer session compensation) during the ten academic years of service

with the Institute next preceding the member's retirement date.

Death Benefit: If death occurs before the member begins to receive retirement benefits, the designated beneficiary will receive the sum of the member's accumulated contributions with credited earnings, plus an amount from the Institute's contributions equal to twice the member's own contributions with credited earnings. At the time of enrollment in the Plan, or at a later date, the member may elect to have his or her beneficiary receive the death benefit in any one or combination of methods as follows: beneficiary's choice; single lump sum payment; an annuity payable during the lifetime of the beneficiary, ceasing at his or her death; an annuity payable during the lifetime of the beneficiary, with payments of a designated number of years certain; installments for a designated period of years.

Benefits on Termination: Faculty or staff members terminating from the Institute prior to retirement may receive a pension benefit derived from the value of the member's contributions plus interest, together with the applicable percentage of that amount provided by Institute contributions according to the following table. Members may elect to withdraw their contributions at termination, in which event they will receive only their contributions plus accumulated interest. The following table will be subject to change as of January 1, 1976, when the Employees Retirement Security Act of 1974 takes effect:

Years of membership at termination of employment	Institute contributions available for benefits as a percentage of member contributions, with interest
10	200%
9	190
8	180
7	170
6	160
5	150
4	140
3	130
2	120
1	110
< 1	100

Disability Income Benefits: Income benefits will commence after six months of total disability to members of the Retirement Plan who are unable by reason of sickness or bodily injury to engage in any occupation for which they are reasonably fitted by education, training, or experience. Benefits will be continued so long as the member is disabled but not beyond the normal retirement date when pension benefits under the Retirement Plan become payable. To be eligible for extended disability benefits, members of the faculty and staff must have been members of the Retirement Plan for two years or more.

The Plan will provide disability income of 60% of the first $1,000 of monthly basic salary, and 50% of basic salary beyond that level, to a maximum benefit of $2,000 per month. The amount of the benefit

payable under the Plan will be reduced by the Primary Social Security disability benefit if available, benefits, if any, paid under the M.I.T. Group Life Insurance Program, and any other disability benefits by the Institute. During the period of extended disability, the staff member's expense for group life insurance and Blue Cross/Blue Shield will be provided by the Institute Plan.

Spouse's Benefit: The Plan provides a pension to a Qualified Surviving Spouse of a retired faculty or staff member who has completed at least ten years of contributing membership in the Retirement Plan. A Qualified Spouse is a surviving wife or husband of a deceased retired member who was married to the faculty or staff member for at least three years prior to the member's early or normal retirement, and not legally separated or divorced from the retired member at the time of death. The eligible spouse will receive a monthly benefit which will equal 50% of the single life annuity to which the member would have been entitled upon the retirement date, if all the member's benefits were on a fixed dollar basis (early retirement if he or she had retired early). The monthly income continues for the lifetime of the spouse unless remarriage occurs in which event payments cease.

2.84 TAX DEFERRED ANNUITY PROGRAM

M.I.T. has made arrangements for members of the faculty and staff, who wish to do so, to participate

in a Tax Deferred Annuity Program. This plan is based on the fact that Federal tax laws permit employees of public educational institutions and certain other tax exempt organizations to authorize their employers to reduce their present salary and have their employers use the reduction to buy an annuity. The effect of this is to defer Federal taxes on the amount by which the salary was reduced until the funds are returned either in annuity payments or a lump sum. In addition to deferring Federal taxation on the amount of the salary reduction, the investment income on amounts set aside accumulates tax free until they are eventually paid to the individual. The Tax Deferred Annuity Program may be used by an individual to supplement the basic Retirement Plan, but it has the additional advantage of enabling the individual to withdraw the funds at any time. Detailed information concerning this plan is available from the Benefits Office.

2.85 EDUCATIONAL BENEFITS FOR STAFF CHILDREN

2.85.1 CHILDREN'S SCHOLARSHIP PROGRAM

Grants up to a maximum of 50 percent of current M.I.T. tuition are available to children of M.I.T. faculty members, and to children of all other staff members with five years of full-time employment service, to pay the tuition while attending accredited two or four-year colleges as undergraduates. For those children attending M.I.T. as undergraduates, full tuition will be paid. This benefit is

not available for children in graduate school, except for those attending M.I.T., for whom 50 percent tuition grants are available.

2.85.2 EDUCATIONAL LOAN PROGRAM

The Institute is prepared to be a source of loan funds for members of the faculty and staff who need educational loan assistance for their children. The interest rate on these loans is the cost to the Institute of borrowing the necessary capital to support the program. Eligibility for educational loans will be the same as the entitlement under the Children's Scholarship Program, i.e., immediately to members of the faculty on appointment and to all other members of the staff, including research staff, upon completion of five years of full-time service.

Loans may be made in amounts not to exceed $2,500 per year for one child or $4,000 per year for two or more children with a ceiling of $15,000 on outstanding indebtedness. Each loan is repayable over a period of eight years (or the time to retirement if less than eight years) from the date of the loan except that repayment is required in full on termination of the individual's appointment at the Institute. Payment is made by payroll deduction. Applications are made in writing to the Benefits Officer stating the amount requested, the name of the child or children to whose education it will relate, the undergraduate or graduate institution which they are attending, and the academic term or terms for which the loan is needed.

2.86 TUITION ASSISTANCE

The Tuition Assistance Plan supports those employed at the Institute in approved work-related or career-related study. Its purpose is to help the individual develop increased competence in his or her field or in a proposed and approved different field in which M.I.T. has realistic career opportunities. Before beginning a career-related study program, a person must be employed at M.I.T. six full months. The Plan is open to all persons, including members of the faculty and the academic, research, and administrative staffs, who are employed on a permanent basis (or by appointment for at least one year) and working at least 50 percent of a full-time schedule. It provides reimbursement upon the successful completion of study: for non-M.I.T. courses, 100 percent of tuition and certain fees up to a maximum of $625 in a calendar year; or for M.I.T. courses, 75 percent of the cost of one subject a semester, with no dollar maximum. Reimbursements are prorated for part-time personnel. Detailed information on the Plan and applications may be obtained from the Office of Personnel Development.

2.87 LEAVES OF ABSENCE

2.87.1 SABBATICAL LEAVES FOR THE FACULTY

The purpose of the Sabbatical Leave Program is to make it possible for members of the faculty to take time off from normal academic duties for scholarly

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research and study. The Institute's Plan is based on the normal expectation of a one-half year leave at full salary, or a full year leave at half salary, following six years of full-time service. The full exercise of this policy is limited by the responsibility of the departments to meet their obligations and the financial resources that can be made available. Years in which faculty members are on leave (other than sabbatical leave) are not counted in the six years. Faculty members must apply to their department heads a reasonable time in advance (normally one year) and describe their proposals for the use of the sabbatical. In considering whether the request for sabbatical leave can be recommended to the dean, department heads must take into consideration the commitments for teaching and research in their departments. The final allocation of sabbaticals is made by the Academic Council. Awards for each applicant are on a no-loss, no-gain basis up to the maximum payment by M.I.T. of half the academic year's salary. The objectives of the sabbatical can often be met by other leaves or by full-time employment on a grant or contract to the Institute.

2.87.2 OTHER LEAVES

When justified by special circumstances and approved by the department head and dean, faculty members may be granted leaves of absence without salary; such leaves are of two types: professional and personal. This distinction is made in determining years of service for tenure purposes. The period of the

leave must be specified and shall not exceed one academic year. Extension of such leave beyond an academic year requires approval of the Provost. Leaves of absence to faculty members predicated on the child-rearing responsibilities of the individual are considered personal leave.

Leaves of absence may also be granted to staff members other than members of the faculty with the approval of the department head and vice president or dean and the Vice President for Administration and Personnel. Such leaves of absence may not exceed one year, but may be renewed. They would normally be granted for educational or public service reasons and because the Institute wishes to maintain an association with the individual. The granting of leave does not imply an assurance of reemployment upon the termination of the leave unless the letter granting the leave expressly makes that commmitment.

Coverage of Institute benefit plans may be continued during leave of absence, depending upon the purpose and circumstances of the leave and the needs of the individual. Requests for continuation of coverage should be approved by the department head and arrangements made through the Benefits Officer.

2.88 TRAVEL AT INSTITUTE EXPENSE

2.88.1 TRAVEL TO PROFESSIONAL SOCIETY MEETINGS

To afford the members of the faculty the opportunity to contribute to and participate in meetings of national professional societies, within the limits of its travel budget and provided authorization is obtained in advance from the head of the department and the Vice President for Administration and Personnel, the Institute will pay the necessary transportation expenses of faculty members who present papers at meetings of national or international professional societies. This provision also applies to faculty members who attend important committee meetings of such societies. Reimbursement of transportation expenses for meetings held outside the United States will be limited to the equivalent of the cost of economy round trip transcontinental transportation within the United States. Only in exceptional circumstances can the Institute pay for more than one such trip for an individual during an academic year, regardless of whether the privilege was exercised in a previous year. Forms for obtaining the necessary approval are available within the department.

2.88.2 TRAVEL ON INSTITUTE BUSINESS

A member of the faculty or staff who must travel in order to conduct Institute business will be fully reimbursed for all reasonable and necessary expenses incurred in connection with such travel. Authorization for such travel is the responsibility of the

supervisor of the fund account to which the travel will be charged.

When that account has been established in conjunction with a sponsored program or involves the use of restricted funds, such authorization must be consistent with any applicable restrictions.

Those who travel in order to conduct Institute business are provided travel accident insurance coverage in the amount of $100,000.

2.88.3 TRAVEL EXPENSE REIMBURSEMENT

Detailed policies concerning reimbursement of travel expenses incurred in the performance of Institute business are contained in the compilation, "Travel Expense Policies," available from the Comptroller's Accounting Office. Special forms available from the Accounting Office should be used in reporting expenses for reimbursement.

2.88.4 TRAVEL ARRANGEMENTS AND INFORMATION

Information concerning use of the Institute's travel agencies, credit cards, travel insurance, authorization for tickets, and submission of vouchers is also contained in "Travel Expense Policies."

3.00 SPECIAL RELATIONSHIPS AND RESPONSIBILITIES

3.10 RESPONSIBILITIES TOWARD STUDENTS AND EMPLOYEES

M.I.T. is committed to continuing attention to the structure of opportunity afforded those who spend time here--opportunity for individual satisfaction and self-fulfillment, opportunity for employment and subsequent advancement. All who study here and work here stand to benefit from greater attention to these basic human needs. Persons employed at the Institute require ready access to opportunities for advancement, as well as greater attention to their needs for personal and career development. Those who study here deserve an education which enriches the essential lifelong process of growth and educational self-renewal and places a premium on self-sufficiency and intellectual independence.

3.15 EQUAL OPPORTUNITY POLICY

The Institute through its Affirmative Action Program seeks to expand its efforts to guarantee equality of opportunity in employment and in education and to reduce underrepresentation and underutilization of minorities and women at M.I.T. For all categories of employment, the Institute's objectives are to achieve a representation of women and minorities

that is at least in proportion to their current availability and to provide new opportunities for career development which both stimulate and respond to their changing interest and aspirations. Similarly, for all of the educational programs, the Institute's objectives are both to achieve representations of minorities and women in the student body which reflect their current availability and interests and to encourage larger proportions of these groups to seek careers for which the Institute's educational resources are designed to prepare them. The Institute's Affirmative Action Plan should be reviewed for further understanding of the responsibilities assigned and the procedures developed to carry out the Institute's equal opportunity policy. In particular, notice should be taken of the requirement that evidence of a broad search for candidates, including women and minority candidates, must be presented to the Academic Council prior to an offer of appointment for a faculty, instructor, administrative, library, or sponsored research staff position.

3.20 SPECIAL EMPLOYMENT POLICIES

3.21 RESPONSIBILITIES OF SUPERVISORS

Many persons at M.I.T. have, as supervisors, responsibility for organizing and directing the work of others. These responsibilities fall as well on those not clearly designated as supervisors. While

the daily responsibilities of academic staff members are primarily their professional and scholarly activities of research and teaching, many among them, especially the faculty, are also supervisors guiding the work of others, including Sponsored Research Staff members, Research Associates, Secretaries, and Technical Assistants. The responsibilities of supervision include understanding and administering Institute policies governing relations with its employees, giving recognition for work well done and identifying less than satisfactory performance, being concerned with the development and realization of the capabilities of those under their supervision, and in other ways seeking to increase the satisfactions of the work and the working environment. Supervisors should seek to be sensitive to the feelings and attitudes of those they supervise and reach for a mutual understanding of the tasks, terms and conditions of work. At the same time, they have the obligation to set high standards of performance, to require matching achievement, and to terminate those who are unable or unwilling to meet the expected standards. Supervisors may not require employees to work on their personal or non-professional affairs, nor may employees be required to perform personal services except where inherent in the nature of the position and defined in the position description.

3.22 POLICY ON EMPLOYMENT OF MEMBERS OF THE SAME FAMILY

The Institute's policy is to base appointments and promotions on qualifications and performance. In

keeping with this policy, members of the same family, including husband and wife, are eligible for employment as faculty or staff members or in positions within other job categories. Where members of the same family are recommended to work for the same supervisor, the arrangement shall be approved in advance by the Chancellor. However, in the above situations, a supervisor-employee relationship shall not prevail at the time of employment or thereafter, nor shall one member of the family relationship assume for the other the role of advocate or judge with respect to conditions of employment, salary, or promotion.

It should be clear that the reasons underlying such a restriction on employment, defined as applying to members of the same family, should apply with equal validity to those whose living arrangements approximate to family relationships.

While general responsibility for assuring adherence to these policies must rest with those responsible for appointments and assignments and principally academic and administrative department heads, laboratory and center directors, a particular responsibility for sensitivity to the potential conflicts falls on those whose family or personal relationships may give rise to them.

3.23 GRIEVANCE PROCEDURE

Any person employed* at M.I.T. who believes that the Institute's stated policy of non-discrimination has been violated or that he or she has been treated unjustly for any reason should have access to a clear means of seeking redress. Such persons should be encouraged to communicate, either in writing or in person, with the Special Assistant for Minority Affairs or the Special Assistant for Women and Work. Either will initiate an inquiry into all the facts relevant to the complaint and will attempt to resolve the matter to the satisfaction of both the aggrieved individual and the person or organization against which the complaint has been brought, recommending a final decision in each instance to the Chancellor.

This process will be held confidential to the extent that the aggrieved person wishes it. It is hoped in most instances that any person who feels aggrieved will have sought to resolve his or her complaint with the appropriate persons within the department, including the department head, and, in the case of other than academic staff, with the assistance of the appropriate Personnel Officer before bringing the complaint to the attention of the Special Assistant for Minority Affairs or the Special Assistant for Women and Work.

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*This procedure is not intended to apply to employees who are represented by a labor union. Collective bargaining agreements applying to these employees include grievance and arbitration procedures and equal opportunity provisions.

3.24 MATERNITY AND PARENTAL LEAVE POLICY

The Institute's policy is to treat pregnancy and childbirth as any other temporary disability under its leave and benefits program. It is our policy also to afford opportunity for parental leave without pay both to male and female employees. These two policies described below apply regardless of marital status.

3.24.1 MATERNITY LEAVE

Disability arising from pregnancy and childbirth, miscarriage, or abortion will be treated, for an individual who has had one or more years of continuous service, as a temporary disability under M.I.T. sick leave policy. However,

a. A person who chooses not to work after the period of disability surrounding the birth of a child will have authorized leave without pay for the time remaining in the total period granted under the policy of Parental Leave, Section 3.24.2.

b. Sick leave salary payments for disabilities arising from childbirth are conditional on return to work. The Institute will take measures to collect the amount should the individual choose not to return to work.

3.24.2 PARENTAL LEAVE WITHOUT PAY

Regular full-time or part-time (50% or more of normal work week) persons (male or female) who have

completed their probationary periods of employment are eligible for leaves of absence at the time of the birth of each of their children, subject to the conditions below:

a. Regular Leave: A leave without pay of up to eight weeks will be granted provided the individual gives reasonable notice (normally four weeks) and indicates intention to return to work. The individual's job, or a job of equivalent classification and pay, will be restored by the department or laboratory at the completion of the leave unless the position has been eliminated by reduction in force or operational change under circumstances applying equally to other similar jobs in the department. If the former position has been so affected, efforts will be made to find other suitable employment, first in the department concerned and, secondly, within the Institute as a whole.

b. All benefits may be kept in force, at the option of the individual, provided arrangement is made in advance for the normal benefit deductions. Health insurance benefits must be kept in force during this period or specifically waived in writing.

3.25 TERMINATION FOR LACK OF WORK OR FUNDS

The following policies and procedures apply whenever it becomes necessary to terminate one or more employees because of reduced funding, changes in the

nature and scope of the work, or for other operational reasons.

Covered in this section are those factors which influence the determination of employees to be laid off, as well as the content of the letter of notification, the length of the notice period, method of funding the notice period to a long-service employee, and the persons who should be consulted in the process.*

3.25.1 DECISION CRITERIA

In making the decision on a layoff, where the choice is not clearly dictated by the work to be eliminated and range of skills of those engaged in it, department heads should carefully consider three important factors: individual performance, the length of employee service, and the status and goals of affirmative action in the department. No one of these considerations automatically outweighs the other. They must each be judged and balanced in such a way as to be as fair as possible to the individuals concerned while serving as well the Institute's need for an effective staff.

While seniority is not an overriding factor in personnel administration at M.I.T., length of service at the Institute must be an important consideration in determining individuals to be laid off. Long

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*The layoff provisions of collective bargaining agreements will take precedence whenever they are in conflict with the provisions of this section.

service testifies to loyalty and commitment and implies a record of responsible performance. At the same time, outstanding work also must be recognized in layoff decisions. Superior performance on the part of an individual with less service may lead, on balance, to a decision to retain the more junior person. Similarly, our commitment to the employment and advancement of women and members of minority groups must play a part in the layoff decision. Underrepresentation of minorities and women within the department should be an influential factor in the decision.

The final choice in each instance will derive from the interplay of these criteria, and each should be considered and weighed. It is important to remember that layoff notices carry the presumption that the individuals receiving them are valuable contributing members of the community who must be released only because insufficient work and/or funds exist to continue their employment. As valuable employees, they will be given preference in placement and re-employment. It should be clear that layoff is not a method of terminating employees who have not performed in an acceptable manner. The regular Institute policy for warning and discharge for cause should be followed in such cases.

3.25.2 CONSULTATION WITH PERSONNEL OFFICERS

In all these actions, department heads are urged to consult with their Personnel Officers for assistance in assuring that all Institute policies and

procedures pertaining to layoff are fully understood and applied.

In the case where a department head proposes to issue a layoff notice to a minority employee, to a woman with exempt or staff status, or to an individual with ten or more years of continuous service, the department head should forward to the Personnel Officer a statement describing the situation and giving the basis for the decision to lay off this particular person. After reviewing the case, the Personnel Officer may urge the department head to discuss the action with the appropriate dean or vice president or the Provost before making a final decision.

3.25.3 LETTER OF NOTIFICATION

When the layoff decisions have been made, each individual affected should receive immediately a formal, written letter of notice. The letter should inform the individual of the reason for the layoff and the length of the notice period. It should be made clear that the individual is expected to carry out his or her usual responsibilities during the notice period but that a reasonable amount of time will be allowed to seek another position at M.I.T. or elsewhere. The letter of notice should also suggest that the individual contact his or her Personnel Officer for assistance in seeking another position at the Institute. It should be noted that if a comparable position at M.I.T. is offered and refused, the notice period will end, and the employee will terminate.

A copy of the letter of notification should be forwarded to the Personnel Officer at the time it is given to the individual, together with such information about the individual's length of service, skills, and experience as may be helpful in determining qualifications for existing vacancies.

3.25.4 PERIOD OF NOTICE

The period of notice is not severance pay but a period during which the individual is continued in an employee status at regular salary until the end of the notice period or until the individual is employed elsewhere, whichever comes earlier. The provisions of this policy governing the period of notice do not apply to cases of discharge for cause, voluntary resignation, or the expiration of appointments having specific stated termination dates. Notice to laid off employees will be given in accordance with the following schedules:

Staff and Exempt*

0 to 1 year	2 months**
1 to 5 years	3 months

*Sponsored research staff, administrative staff, academic administrative staff, library staff, the exempt staff, and Technical Assistants and Technical Instructors holding academic appointments.

**This schedule for persons with less than one year of service applies to staff or exempt appointed on or after July 1, 1975. Others will receive 3 months notice. Supervisors of staff or exempt personnel who have questions regarding the schedule should contact their Personnel Officers.

5 years and over	3 months plus 1 additional week for each year of service (or any major portion thereof) over 5 years.

Biweekly

0 to 5 years	2 months
5 years and over	2 months plus 1 additional week for each year of service (or any major portion thereof) over 5 years.

3.25.5 FUNDING OF NOTICE TO LONG-SERVICE PERSONNEL

When the minimum notice period for service in excess of five years cannot be supported by the funds available in a contract or grant, the salary costs for the additional notice may be absorbed by funds administered centrally through arrangement with the Director of Personnel Services.

3.26 TUBERCULOSIS EXAMINATIONS

All faculty and staff appointments and reappointments are contingent upon meeting the requirements of the following state laws, where applicable:

"No person known to be suffering from tuberculosis in a communicable form, or having evidence or symptoms thereof, shall be employed or continued in employment at any school in the Commonwealth, including any college or university, in any capacity which might bring him into direct contact with any student at such school. Immediately prior to his entering into any such employment, and at least every three

years during the course of his employment thereafter, each person whose duties bring him into such direct contact, shall file . . . a report, made by a registered physician, relative to his freedom from tuberculosis in a communicable form . . . Such report shall be accompanied by an X-ray of such person's chest . . . or by the results of an intradermal tuberculin test . . . and by the results of such other laboratory tests and clinical examinations as may be essential to a diagnosis of tuberculosis in a communicable form." (General Laws of the Commonwealth of Massachusetts, Amended by Chapter 378, Acts of 1964, Chapter 71, Section 55b)

The tuberculin test and/or chest X-ray are provided free by the Medical Department. New faculty and staff members and employees should report to the Medical Department upon arrival at M.I.T. Individuals will be notified by the Medical Department every three years to report for re-examination to present evidence of freedom from communicable tuberculosis.

3.30 RELATIONS WITH STUDENTS

This section covers policies and procedures that have a special bearing on faculty-student relations. The General Catalogue and the Graduate School Manual constitute source material defining the academic program.

3.31 ADVISING AND COUNSELING

An essential obligation of the academic staff is to counsel students not only in relation to their academic program but also concerning their professional standards and general welfare. Such a relationship between teacher and student stimulates student interest and response and is an integral part of the educational process. In this sense, all members of the faculty become advisers and counselors to each of their students. However, to give a certain degree of formal structure to this counseling and to provide a means by which registration procedures may be carried out, each student is assigned to an adviser who participates in one or more of the formal advisory programs. Each of the programs publishes a guide for its advisers and the Committee on Academic Performance publishes general guidelines and information for all undergraduates and advisers.

Each first-year student is assigned to a Freshman Adviser, who is a member of the Freshman Advisory Council. Although other members of the M.I.T. community also serve as Freshman Advisers, members of the academic staff especially interested in interacting with freshmen are particularly encouraged to volunteer for this program, which is coordinated by the Freshman Advisory Council Office.

Each second-year student who has not yet formally designated a department is assigned to an Undesignated Sophomore Adviser, who may also have been the student's Freshman Adviser. Similar in composition to the Freshman Advisory Council and coordinated by

a staff member in the Dean for Student Affairs Office, the group of volunteers serving as Undesignated Sophomore Advisers consists of individuals particularly sensitive to the issues related to choosing a major which are somewhat more unique to this group of students. Interested members of the academic staff are also particularly encouraged to volunteer for this program.

All other second, third and fourth-year students are assigned Faculty Counselors in their respective academic departments. Each department is responsible for establishing its own advisory structure, and systems vary among the departments.

Graduate students are assigned to a Graduate Registration Officer and, in addition, have Research Advisers. Because a close relationship develops between graduate students and their Research Advisers, this faculty member assumes an important role in both personal counseling and academic advising.

In carrying out their responsibilities, advisers and counselors can obtain specialized assistance from the following offices, or they may refer the student directly:

Career Counseling	Career Planning and Placement Office
Employment: Undergraduate	Student Employment Office
Employment: Graduate	Academic Department Research Centers
Fellowships; Traineeships	Graduate School Office

Financial Aid	Student Financial Aid Office
Foreign Students	Foreign Students Adviser
Foreign Study	Foreign Study Office
Health Matters	Medical Department
Housing	Dean for Student Affairs Community Housing Office
Legal Questions	Dean for Student Affairs
Loans: Undergraduate and Graduate	Student Financial Aid Office
Pre-Education, Pre-Law, Pre-Medicine Program Advice	Preprofessional Advising and Education Office
Religious Concerns	M.I.T. Religious Counselors
Scholarships: Undergraduate	Student Financial Aid Office
Special Problems of a Personal or Academic Nature	Counseling Deans, Dean for Student Affairs Office

3.32 PARTICIPATION IN STUDENT ACTIVITIES

Student involvement in student activities is an integral part of the total college educational experience. Such activities provide learning opportunities not normally found in the classroom, enrich and broaden the individual, and, perhaps most importantly, allow a student to enjoy a change

of pace and find enjoyment in the development of personal interests not strictly academic.

Faculty members are encouraged to associate with students in non-academic activities in order to share with students their knowledge and breadth of experience and because they can, working along with students, convey to them the qualities and attitudes that are necessary for leadership.

3.33 UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM (UROP)

The Institute and its faculty recognize that opportunities for collaboration between undergraduates and faculty in professional and scholarly research are a unique and valuable feature of the M.I.T. undergraduate educational experience and that such collaboration is often of mutual benefit to both faculty member and student colleague. They believe that such association should be encouraged wherever appropriate and possible. There are several academic programs and formats which can serve as convenient vehicles for faculty/student collaboration. A few examples are I.A.P., project laboratory, undergraduate thesis, fieldwork, special problems, and undergraduate research subjects. Undergraduate participation in research may also offer an important alternative academic means for effective advising and counseling of students.

In a collaboration, the faculty member should be involved from early stages of the conceptualization

of the student's activity. It is expected that the faculty member will guide the student in designing a realistic program of substantial intellectual effort, will supervise the student's progress in that program, and will evaluate the progress and success of the activity from time to time during the program. Normally, the faculty member's own professional interests and expertise will be in the area of the student's activity.

The Undergraduate Research Opportunities Program represents a significant commitment by the Institute to the support of such professional and research collaboration between faculty and undergraduates. The UROP Office and its staff maintain a high level of creative flexibility and a large bank of resources for responding to the needs of faculty and undergraduate research participants.

3.34 CONDUCT AND DISCIPLINE

M.I.T. assumes that all students come to the Institute for a serious purpose and expects them to be responsible individuals who demand of themselves high standards of honesty and personal conduct. Disappointments in this expectation have been rare. Therefore, it is M.I.T.'s policy to have as few rules and regulations as are consistent with efficient administration and general welfare.

Fundamental to the principle of independent learning and professional growth is the requirement of honesty

and integrity in the performance of academic assignments, both in the classroom and outside, and in the conduct of personal life. Accordingly, M.I.T. holds its students to the highest of intellectual integrity. Thus, the attempt of any student to present as his or her own any work which he or she has not performed or to pass any examinations by improper means is regarded by the faculty as a most serious offense and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is also held as a grave breach of conduct.

It is the responsibility of the instructors in each class to see that order is maintained, and they are authorized to exclude any student from class for sufficient cause. Such exclusion should be reported to the Office of the Dean for Student Affairs.

M.I.T. has traditionally placed considerable responsibility on undergraduate governing groups to deal with problems in the student community. Nearly all Institute houses and independent residences have judicial procedures, organizations, or designated persons who deal with disputes and violations of rules and regulations that occur in their living groups. The Dormitory Council may handle interhouse complaints and act as an appellate body on matters that have been heard by House Judiciary Committees. The Faculty Committee on Discipline is composed of eight faculty members, five students, and the Dean for Student Affairs (ex officio). This Committee handles allegations of academic offenses, violations of Institute rules, and instances of unethical conduct which do not fall within the

purview of house judicial procedures, when these allegations are made against the student by a member of the M.I.T. community. The Faculty Committee on Discipline may also hear appeals of cases heard elsewhere. The Faculty Committee on Discipline may issue or recommend to the President formal disciplinary sanctions against students, such as probation and required withdrawal. These formal actions are noted upon the student's transcript.

The Graduate Student Council does not have a formal student judiciary system. However, there are graduate student members of the Faculty Committee on Discipline, and Institute houses primarily for graduate students may have procedures for infractions occurring in their buildings. Infractions committed by graduate students within the Institute community which call for disciplinary consideration may be handled by the student's graduate registration officer, the Vice President and Dean of the Graduate School, or the Dean for Student Affairs. More serious cases may be considered by the Faculty Committee on Discipline.

Off-campus misconduct will not be the basis for disciplinary action unless it is deemed by the Institute a clear and present danger to the functions of the Institute. The Institute determines its jurisdiction under this policy for each case. Student status in no sense renders a student immune from the jurisdiction of civil courts and other civil authorities according to the law of the land.

If a student's infraction involves him or her both in Institute judicial proceedings and in court proceedings, and if an Institute decision might prejudice his or her court case, the Institute will usually hold its decision in abeyance until after the court proceedings have reached a conclusive point.

All hearings, whether by student judicial groups or by the Faculty Committee on Discipline, are conducted only after a thorough investigation has been made into the nature of the violation and into the facts relevant to it. In every case, the student will have an opportunity to be heard by the judicial group considering the case. The student also has the right to appeal a decision to a higher judicial group. However, decisions by the Faculty Committee on Discipline are final.

The Faculty Committee on Discipline adheres strictly to the principle that actions resulting from disciplinary considerations must not include altering academic grades or academic standing, nor may "social probations" be imposed.

Among the actions that the Faculty Committee on Discipline can take as a result of a disciplinary review are admonition, disciplinary probation, and recommendation to the President that a student be dismissed "for disciplinary reasons." Upon disciplinary probation, a note "placed upon formal disciplinary probation" is entered in the student's permanent record.

3.35 PRIVACY OF STUDENT RECORDS

The Institute recognizes that specific items of information about individual students must be recorded and held on file to facilitate the educational process. Such information is necessary in support of educational programs and serves the interest of those who participate in them, students, faculty, and staff. The Institute is responsible for protecting the privacy rights of all individuals concerning whom it holds information, records, and files. Information concerning students must be collected, retained, and used for clearly defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists.

Certain academic records at the Institute are retained permanently in the Office of the Registrar. The Institute is also obliged under certain state and Federal laws and regulations to retain for specific periods certain admissions, employment, student financial aid, medical, and accounting records. With the exception of information and records in these categories, persons responsible for the maintenance and control of information may dispose of that information when it has served its intended purpose.

The Family Educational Rights and Privacy Act of 1974 gives students certain rights, consistent with the privacy of others, to review records, files, and data held about them on an official basis by the

Institute, and also gives students a right to challenge the content of those records, files and data which they believe are inaccurate, misleading, or otherwise in violation of their privacy and other rights. This act also imposes certain controls on access to information about students.

3.35.1 REVIEW OF RECORDS AND CHALLENGES TO RECORD CONTENT

Subject to the statements made below, all information held in the official files and records of the Institute that are identified with an individual student or former student will be available for review at the written request of that individual. Such requests, as well as challenges to the content of files, records, and data, should be made in writing at the Offices of the Dean for Student Affairs and the Vice President and Dean of the Graduate School. Individuals may directly request a review or challenge the content of the official records about them which are maintained by the Offices of the Registrar, Student Accounts, Student Loans, Medical Department, Psychiatric Service, and Social Service.

Information about students assembled prior to November 19, 1974, under promises of confidentiality, explicit or implicit, should not be made available for review by the concerned students without the written consent of the author. Information about students that has been accepted by M.I.T. after November 19, 1974, for official use may be made available to the concerned individual for review, except for particular letters of recommendation for

which the student has previously waived his or her right to review.

3.35.2 RELEASE OF INFORMATION ABOUT STUDENTS

Persons within the Institute who have legitimate educational interests in certain students' records (e.g., faculty counselors in academic records of their advisees) may have access to information contained in these records without the students' prior consent. Information may be released to these persons without written request and without the students being informed that such information has been released. A record of access must be made, however, of the individuals who have had access to the students' files, records and data.

Dates of attendance, departmental affiliations, degrees received, and certain information provided by the individual student to the Information Center for publication in the Student Directory may be released to inquirers without obtaining the consent of the individual student and without making a record of the inquiries. The Student Directory is for authorized use only, and mailing lists of members of the Institute student body should not be provided to persons outside of M.I.T. without the consent of the Dean for Student Affairs or the Vice President and Dean of the Graduate School.

3.35.3 REQUESTS FOR INFORMATION FROM PERSONS OUTSIDE THE INSTITUTE

Except for persons within the Institute who have legitimate educational interests in students' records, all individuals, organizations, or agencies, including parents and employers, seeking information about individual students at M.I.T. not covered in the above section, must make written requests for the information. These requests should adequately identify the students and the information being sought and should specify the reasons for the requests. Prior to complying with these requests, individuals and offices at M.I.T. should determine whether or not the student's explicit written consent is required. If the student's explicit written consent for release of the information to the requester is not obtained, the request should be denied.

3.35.4 LETTERS OF RECOMMENDATION

The Institute believes that candid appraisals and evaluations of performance and potential are an essential constituent of the educational process. Further, it believes that the provision, with appropriate permission of such information to prospective employers, to other educational institutions, or to other legitimately concerned outside individuals or agencies, will be in the interest of the concerned student. Members of the faculty and staff should use the following guidelines in writing letters of recommendation.

Students' requests for letters of recommendation to be written by members of the Institute faculty and staff or to have other information about them forwarded to individuals, including parents and employers, organizations, or governmental agencies, etc., should be made in writing. These requests should appropriately identify the student, the desired recipient of the materials, and the specific purposes for which it is to be used.

Letters of recommendation and other documents containing personally identifiable information about a student or former student may be written or prepared by a member of the Institute faculty or staff in connection with a student's application for admission to a graduate or professional school or for transfer to another educational institution and may be forwarded to such school or institution without prior consent of the student. However, unless the student has waived in writing his or her right to review the letters, he or she must be notified of the transfer, provided with a copy of the letter or document if he or she desires, and granted an opportunity for a hearing to challenge the contents of the documents released.

Waivers of right to review letters of recommendation: A student, former student, or applicant for admission may voluntarily waive his or her right to review or receive copies of letters of recommendation or other documents sent to M.I.T. or written by a member of the M.I.T. faculty or staff in connection with admission to educational institutions, employment, or consideration for an honor or recognition. Such

a waiver must be in writing and must include adequate identification of the concerned individual, the author of the letter, and the purpose for which the letter is intended. Such waivers must not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from any agency or institution.

With the exception of the letters of recommendation and documents described in the two preceding paragraphs, all letters of recommendation, reports, records, files, and data containing personally identifiable information on students written about an M.I.T. student by a member of the Institute faculty or staff may be forwarded only with the student's prior written consent.

All letters of recommendation, reports, etc., regarding M.I.T. students that are released to persons or organizations outside of M.I.T. must be released on the condition that no other party will have access to them without the student's written consent. Language to this effect should be contained in the written materials.

3.35.5 PERSONAL FILES

The personal files of members of the faculty and staff which concern students, including private correspondence and notes which refer to students, are not regarded as official records of the Institute and are not *per se* subject to review by students. However, if the personal files are made available to others within the Institute for official use, or if

they are made available to parties outside M.I.T., then the concerned student may have a right to review those personal files.

3.35.6 RECORD MAINTENANCE AND INVENTORY

Each Institute office which maintains records, files, and data pertaining to students should also maintain a record of the persons who have had access to the office's files, records, and data. Each office should periodically take inventory of its records, files, and data on students to insure that information about students and former students is being retained only for the purposes for which it was collected and is not being retained beyond reasonable periods of utility. Unless retention of the information about students is required, individuals and offices may dispose of information on a systematic basis (rather than on a case-by-case basis following requests to review the information).

Detailed copies of the Institute's statement on policies and procedures concerning access to student records and governmental laws and regulations may be obtained from the Office of the Dean for Student Affairs. Questions concerning such matters may be directed to the Dean for Student Affairs, Chairman of the Committee on Privacy, or the Vice President for Administration and Personnel, the senior officer responsible for overseeing Institute operations with respect to the protection of individual privacy.

3.36 TUTORING FOR FEES BY ACADEMIC STAFF MEMBERS

Tutoring for fees by academic staff members is always open to question since tuition payment entitles a student to reasonable assistance from the instructing staff without additional personal fees. It also interferes with the aim of the faculty to encourage every student to feel free to consult members of the staff to a reasonable extent about his or her work. For these reasons no faculty member or instructor may tutor for fees in any subject.

General tutoring assistance is provided without charge to any student by Tutors and Senior Tutors who live in the residence houses and fraternities and who are appointed by the Institute.

The Institute recognizes the need, however, for tutoring in depth under certain conditions. Therefore, with the permission of their department heads, graduate students may tutor students who are referred to the department for tutorial assistance by their Freshman Advisers, their Faculty Counselors, or the Office of the Dean for Student Affairs. Graduate students who hold teaching assistantships may not, however, tutor in any subjects in which they give classroom or laboratory instruction.

3.40 RELATIONS WITH THE COMMUNITY AND PUBLIC

In addition to its inherent responsibility for public service, the Institute has a special obligation to the local community, recognizing that the long-range welfare of the community and the Institute are in large measure inseparable.

Many activities, some research, some action-oriented, some community service, have been undertaken in recent years in Cambridge and in Greater Boston by students, faculty, and staff. There are also other programs carried out by M.I.T. in its role as an institutional citizen of this metropolitan area. Many of these projects are substantial and several involve collaborative action with other universities and organizations in the Boston area.

The Institute's principal staff officer in regard to these activities is the Special Assistant to the President for Urban Relations. This officer has the responsibility for coordinating the Institute's administrative efforts in urban relations in the conduct of university-community activities and serves as an administrative resource for the academic departments to support their urban interfaces and activities. Within the Institute the Special Assistant is a communications link and a catalyst for action and outside the campus, a resource for our local communities.

In addition, the Institute serves the local community indirectly through the participation of individual faculty and staff members as private citizens in

community affairs--civic, political, cultural, business, and professional. The Institute encourages this participation by each member of the faculty and staff in accordance with his or her conscience and beliefs and interpretation of the duties of citizenship. It asks only that each person accept responsibility for differentiating private views and activities from those in which he or she represents the Institute whenever the circumstances are such that the failure to do so might prove misleading.

3.41 INSTITUTE INFORMATION SERVICES

The activities and views of M.I.T. students, faculty, and staff attract the interest and attention of the academic and professional communities and of the general public. Those who speak for the Institute or provide information concerning its programs must always be conscious of the need to present information in a manner that will communicate most accurately and effectively the Institute's programs and objectives and to avoid possible misunderstanding or conflict. Faculty and staff members are urged to coordinate with the Institute Information Services on any matter of public information or any public statements.

3.42 USE OF INSTITUTE NAME

Experience has shown the need to prohibit the improper use of the Institute's name in advertising and other promotional activities of outside organizations. The Institute should not allow its name to be associated with business enterprises, when the obvious intent is to provide undue prestige to the business. Therefore, all proposals for the use of the name of M.I.T. in advertising and commercial publicity must be submitted to the Director of the News Office.

All faculty and staff members should assume responsibility for preventing misuse of the Institute's name. Misuse may arise from consulting activities, in public reports made by individuals, or through failure to record and clarify M.I.T.'s restrictions governing the use of results obtained during research or investigations on behalf of commercial firms. For this reason all agreements involving the use of Institute facilities, including use for press conferences or public announcements, should be coordinated with the Provost.

It is equally important that faculty and staff members not allow their own names to be exploited commercially in connection with project or product promotions. It should be understood clearly that opinions expressed by a faculty or staff member in making an industrial report are the opinions of the individual and not official statements made by the Institute.

Where publicity or advertising arising from personal, non-Institute research or consultation is concerned, faculty and staff members are advised to consult the Director of the News Office.

3.43 USE OF INSTITUTE LETTERHEAD

Use of the Institute letterhead for personal or professional correspondence occasionally causes embarrassment, since communications using the Institute letterhead sometimes are assumed erroneously to be official Institute statements. Institute or departmental letterheads should be reserved for correspondence regarding Institute affairs. If used at all, personal, professional correspondence should carry the name of the Institute only as an address.

Procurement of Institute Letterheads: The following policies concerning the design and printing of Institute letterheads have been approved:

a. The institutional name, Massachusetts Institute of Technology, must be the principal element; other titles and addresses must be subsidiary.

b. When used, the Institute seal or the central element from it must be represented in its official form, with the approval of the Office of Design Services.

c. Visual devices, other than the M.I.T. seal, are discouraged.

d. It is recommended that all Institute letterheads be based on unified typographical concepts.

e. A review of all new letterheads by the Office of Design Services is requested.

3.44 USE OF FACILITIES FOR GROUP FUNCTIONS

Institute facilities such as classrooms, lecture halls, memorial rooms, athletic facilities, and the Kresge Auditorium, Chapel, and Student Center have the primary purpose of supporting the educational program. However, they are available to both on-campus and off-campus groups under the provisions of this Section. M.I.T. has established specific restrictions governing the use of its facilities for political purposes (see Section 3.48).

Facilities for meetings are not assigned to individuals, but only to academic departments, administrative offices, officially recognized on-campus student, staff, and faculty organizations. In addition under certain circumstances, non-M.I.T. organizations may be hosted by any of the above or by faculty or staff members with prior permission of the appropriate Institute official (see Section 3.46.2).

Official recognition of a group is granted by: the Activities Executive Board, a subgroup of the Undergraduate Association, for undergraduate organizations; the Graduate Student Council for graduate organizations; the Vice President for Administration and

Personnel, for staff and employee groups; and the Provost, for faculty groups.

The organization that is assigned a facility for a particular use and time may not change this use or time without obtaining authorization in writing from the official who made the original assignment. The organization may not in any way assign the use of the facility to any other organization.

3.45 RESPONSIBILITY FOR IMPLEMENTATION

The offices responsible for scheduling facilities and for implementing this policy are listed below, and a facilities use committee assists them in making decisions about the use of space.

Classrooms (including lecture halls): Schedules Section of the Registrar's Office; specified lecture halls and seminar rooms have department priority.

Memorial Rooms: Individual academic departments.

Kresge Auditorium and the Chapel: Office of the Dean for Student Affairs.

Athletic Facilities: Department of Athletics.

During the academic year the Dean for Student Affairs delegates responsibility as follows:

Institute House Lounges: Individual house student governments.

Student Center Lounges: The Student Center Committee, a subcommittee of the Undergraduate Association.

3.46 OCCASIONAL AND SPECIAL USES

3.46.1 M.I.T. COMMUNITY USE

The Institute's facilities are available for meetings of officially recognized campus organizations (student, faculty, or employee). Cultural presentations, entertainment programs, and topical programs that may contribute to a free flow of ideas and may serve to maintain a stimulating intellectual environment are all appropriate. In general, requests for M.I.T. community use will be granted subject to (a) the specific priorities and policies established for the requested facility, (b) the prior commitments of that facility for regular program use, and (c) the suitability of the requested space for the particular type of program proposed.

Each organizatior will accept responsibility for conducting its event in accordance with standards of orderly conduct generally acceptable to this academic community. Requests are granted by the appropriate scheduling offices (see Section 3.45).

Public Audience: Concerts of the various student performing arts organizations, athletic events, and

numerous student and department sponsored lectures and seminars produced primarily for the M.I.T. community are often open to the public. However, a sponsoring campus organization, expecting that a substantial portion (normally more than 20 percent of its audience) will be from outside the M.I.T. community as a result of off-campus advertising and ticket sales, should have its request reviewed by either the Dean for Student Affairs or the Provost following the procedures in Section 3.45.

Regional Meetings of Student Organizations: Campus organizations with counterparts at other colleges may occasionally wish to use Institute facilities for interuniversity group meetings. Such requests are reviewed by the Dean for Student Affairs following the procedures in Section 3.45.

Use Charges: A use charge covers the portion of the operating expenses of a facility during a group's scheduled period of use of that facility. Use charges will not be assessed against officially recognized campus groups for their use of M.I.T. facilities because the normal operating cost of each Institute facility has been budgeted on the basis that it will be used in support, first, of its primary program function, and, second, of the programs of other officially recognized campus organizations. Exceptions to this practice are made when an organization (a) uses facilities for efforts to influence public policy through the political process, including functions for partisan political purposes, such as those to support or endorse a candidate for public office (see Section 3.48), and (b) when the

organization hosts an interuniversity meeting and requires facilities other than the meeting rooms on the activities floor of the Student Center.

Direct Expense Charges: Expenses that are over and above the normal operating expenses of a facility and are directly attributable to a specific group will be billed to all users, including both Institute offices and campus organizations.

3.46.2 USE BY GROUPS OUTSIDE THE M.I.T. COMMUNITY

M.I.T. opens its facilities to use by groups outside the M.I.T. community when it is feasible and appropriate in light of the needs and objectives of the M.I.T. community. In general, determination of the feasibility and appropriateness of a particular proposal includes but is not necessarily limited to an assessment of:

a. The extent to which the proposed program is related to any concurrently functioning activity or program on the M.I.T. campus.

b. The extent to which persons affiliated with the M.I.T. community will participate in or attend the proposed program.

c. Evidence of responsibility on the part of the group sponsoring the proposed program or of persons who are members of such a group or who will be participating in the program.

d. The direct and indirect costs to M.I.T. of the program.

e. The suitability of the available space for the particular type of program proposed.

Typical uses by groups outside the M.I.T. community have been for functions of Cambridge and Boston community civic, governmental, and charitable organizations and for national or international conferences of educational, professional, or student organizations, some of which have been initiated by M.I.T. groups.

Institute meeting facilities are not available for commercial or industrial meetings, private training programs, or trade shows. This does not, however, necessarily exclude civic action meetings or programs such as might be sponsored by a government agency, commercial concern or industrial association, labor unions, or other similar groups.

Each outside group must have as host a recognized M.I.T. organization, or member of the faculty or staff, who will maintain liaison between the outside group and appropriate Institute officials and who, along with the officers of the outside group, will assume responsibility for the conduct of the event.

Requests for facilities for functions co-sponsored by an M.I.T. organization and a non-M.I.T. organization are reviewed in the same manner as requests from outside groups. Requests for use of M.I.T. facilities by community groups outside the M.I.T.

community should be initiated with the Special Assistant to the President for Urban Relations.

Members of the faculty and staff who wish to serve as hosts to a professional meeting or conference should, after receiving the endorsement of their department heads, inform the Provost of their plans and seek approval for the event before requesting the necessary facilities from the individual scheduling offices.

Use Charges: Groups outside the M.I.T. community will be charged for an appropriate share of the operating expenses attributable to their use of facilities. Final judgment on the use charge rests with the Provost.

Direct Expense Charges: Expenses that are over and above the normal operating expenses of a facility and are directly attributable to a specific group will be billed to the user. An example of such expenses is audio-visual labor or supplies.

3.47 FUND RAISING ON CAMPUS

The Institute recognizes the responsibility of the M.I.T. community to support the broader community of social interests in financial ways as well as through the efforts of its individual members. To this end, it sanctions certain annual fund campaigns which are broadly based appeals concerning a wide spectrum of social-oriented agencies and providing the individual

community member a means of expressing his or her support of their objectives.

While recognizing the validity and purposefulness of these community-wide fund drives, the Institute realizes that their scope may be too broad to meet the charitable and social service objectives of all organizations on campus. Because of the conflict between the desire to assist in meeting the social needs of our day and the vulnerability of M.I.T.'s close-knit campus community to an endless succession of fund drives, the following policies have been developed regarding all fund drives on campus:

a. Fund raising may be conducted only by recognized campus organizations, be they student, staff, or employee oriented. The funds collected, however, may be used for off-campus projects by that organization, or they may be sent to legal off-campus organizations.

b. Funds raised through the use of Institute facilities may not be used in behalf of candidates for public office, nor may they be used in "substantial" efforts to influence legislation.

c. The actual manning of booths and running of fund raising events must be done by members of the Institute community.

d. Organizations should not be formed for the sole purpose of raising funds for off-campus causes; rather, it is presumed that fund raising will be part of their overall program as the result of the

community members observing needs and subsequently conceiving fund raising efforts to fill these needs.

e. Access to public Institute facilities, including the booths in the Building 10 Lobby, remain under the direction of the several offices assigned that responsibility.

3.48 POLITICAL ACTION

The Institute encourages all students, faculty, staff, and employees to exercise their rights and duties as citizens to individual participation in the electoral process. Federal and state laws, however, clearly distinguish between the political activities of individuals and those of tax-exempt institutions such as M.I.T. The Federal Internal Revenue Code limits a tax-exempt institution from engaging in "substantial efforts to influence legislation" and prohibits it from participation and intervention in any "political campaign on behalf of any candidate for public office."

The following guidelines are responsive to these provisions of law and are intended to emphasize the role of the individual in the political process. They apply to all individuals associated with the Institute. The interpretation of these guidelines is the responsibility of the Provost, with advice from Institute counsel.

a. The Institute cannot intervene or participate in any campaign by endorsing or opposing a candidate or by taking a position on an issue involved in the campaign for the purpose of assisting or opposing a candidate.

b. Sections 3.42 and 3.43 concerning the use of the Institute name and letterhead apply specifically to political activities. The name of the Institute may not be used on material intended for political purposes, including the solicitation of funds, nor may individuals or organizations use an Institute office as a return mailing address or the Institute mail service for the solicitation of funds or for any other material in connection with a campaign for public office. Similarly, if an Institute title is used in political correspondence or other political material, individuals should do so for purposes of identification only, and they should make it clear that they are expressing their views as private citizens.

c. Institute facilities are provided for on-campus activities concerned with politics and public affairs on the condition that their activities in raising funds or otherwise intervening or participating in campaigns in behalf of candidates for public offices will not extend beyond the campus. When Institute meeting facilities are made available for meetings whose purpose is to support or endorse a candidate for public office, payment for such use must be made from non-Institute funds.

3.50 PATENT AND COPYRIGHT POLICIES AND PROCEDURES

3.51 OBJECTIVES

The basic aim of the patent policy of the Institute is to promote the progress of science and the useful arts by utilizing the benefits of the established patent system. This policy is in accord with Article I, Section 8, of the Constitution of the United States:

"The Congress shall have power . . . to promote the progress of science and useful arts by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries."

Patents provide a means toward the development and utilization of discoveries and inventions. Institute patent policy has been established to ensure that those inventions in which it has an equity will be utilized in a manner consistent with the public interest. The Institute is also aware of the value of patents in directing attention to effective individual accomplishment in science and engineering.

The Institute believes that where possible it should make inventions resulting from Institute research available to industry and the public on a reasonable and effective basis and at the same time provide adequate recognition to inventors.

In recognition of these objectives, the Executive Committee of the Corporation, with the approval of

the Faculty Council, adopted on April 5, 1932, a statement of policy regarding inventions. The policy has been modified in certain particulars from time to time to meet changed conditions, especially those arising in conjunction with sponsored research programs.

The copyright policy of the Institute seeks to protect and promote the traditional academic freedom of the Institute's faculty, staff, and students in matters of publication; seeks to balance fairly and reasonably the equitable rights of authors, sponsors, and the Institute; and attempts to ensure that any copyrightable material in which the Institute has an equity interest is utilized in a manner consistent with the public interest.

3.52 POLICIES

3.52.1 INVENTIONS

The Institute believes that the objectives of its patent policy will best be attained by defining the ownership and disposition of inventions in terms of the following categories, which will be discussed in detail below:

A. Inventions which are subject to the terms of a sponsored research or other agreement are disposed of in accordance with the terms of the applicable agreement and normally become the property of the

sponsor or of the Institute, subject to a license to the sponsor for its use.

A.1. Government Sponsored Programs

A.1.a. Grants and Contracts: With few exceptions, grants and contracts applicable to research sponsored by the Federal government provide that the government acquires rights to inventions "conceived or first actually reduced to practice" in the performance of the research. The rights thus acquired by the government may, depending on the terms of the agreement, consist of title to such inventions, the right to determine their disposition, or the reservation of a royalty-free license to the government on the understanding that the Institute will take effective steps to develop the practical applications of the invention by licensing or other means.

Because of these commitments, the Institute cannot usually grant requests that the inventor acquire personal ownership of inventions resulting from government sponsored research. In special cases, however, the Institute, by action of the Committee on Inventions and Copyrights, may allow the inventors to receive from the Institute commercial rights insofar as the Institute's commitments to the government permit and subject to such terms as the Committee may require.

A.1.b Other Government Rights: In addition, the Federal government may acquire rights to inventions which are in the field of a federally sponsored program of research in which the inventor has participated or which involve the use of research equipment or other laboratory facilities, materials, or services which are maintained by or derive support from the Federal government. Such an invention should be discussed with the Patent Section of the Office of Sponsored Programs (O.S.P.) and, if it is not clear into which category the invention falls, should be disclosed as outlined under "Procedures" (see Section 3.53).

A.2. Other Sponsored Research

Contracts with industrial sponsors usually provide that the Institute acquires full patent rights with a license to the sponsor. Under exceptional circumstances, however, the sponsor may acquire such rights, subject to a license to the Institute. Grants from industrial sponsors, as well as grants from private foundations, should not have patent restrictions. However, the grantors will normally be entitled to a license under any patents that the Institute may acquire as the result of work supported by the grant.

B. Inventions involving the significant use of funds, space, or facilities administered by the Institute, but without any M.I.T. obligations to others in connection with such support, are the property of the Institute.

B.1. Faculty and Staff

The Institute will exercise its rights in such inventions by members of the faculty and staff in whatever manner will best further M.I.T.'s basic aims, giving full consideration to making the invention available to industry and the public on a reasonable and effective basis, avoiding unnecessary exclusion of any qualified manufacturer from the use of the inventions and providing adequate recognition to inventors.

When in such cases M.I.T. undertakes patenting and commercial development and exploitation, a share of the gross royalties will be provided the inventor.

B.2. Students

When an invention in this category is by a student, the Institute will waive its rights and the invention will be the exclusive property of the student, provided the student's rights in the invention are not altered by the terms of any financial aid received, including scholarships, fellowships, traineeships, thesis expenses, or other assistance, whether or not administered by the Institute, and provided the student does not subject the invention to government rights in the manner described under "Other Government Rights" in the preceding section.

Staff members who are also part-time students shall be considered staff members insofar as disposition of patentable inventions is concerned.

C. Inventions not involving the significant use of funds, space, or facilities administered by the Institute are wholly the property of the inventor.

M.I.T. will not construe the payment of salary from unrestricted funds nor the provision of office or library facilities as constituting significant use of Institute funds, space, or facilities.

If the invention relates to any Institute program of sponsored research in which the inventor has participated, he or she should review the circumstances with the O.S.P. Patent Section. If there is uncertainty into which category the invention falls, the inventor should disclose the invention as outlined under "Procedures."

Faculty and staff members or students whose inventions fall within this category and are, therefore, their exclusive property, may avail themselves of the opportunity to submit the invention to the Institute for obtaining a patent and for its commercial exploitation and management under terms to be agreed between the inventor and the Institute.

3.52.2 PATENT ROYALTIES

With respect to Category A inventions (those subject to the terms of a sponsored research or other agreement) and Category B inventions (those involving the significant use of M.I.T. resources but without obligations to third parties), the Institute will normally share with the inventor the following

percentage of any gross royalties which the Institute receives:

35% of the first $50,000 in gross royalties
25% of the next $50,000 in gross royalties
15% of the gross royalties thereafter

Such royalties to the inventor, however, may not exceed the net royalties to the Institute.*

The foregoing schedule of royalties will apply with respect to all royalties due and payable to M.I.T. on and after July 1, 1973. For any invention on which royalties have already become due and payable prior to that date, the applicable royalty rate will be that which would now be in effect if this royalty schedule had applied from the start.

3.52.3 COPYRIGHTS

The Institute believes that the objectives of its copyright policy will best be attained by defining the ownership and disposition of copyrightable material in terms of the following categories:

A. Ownership of all copyrightable material which is developed in the course of or pursuant to a sponsored research or other agreement shall be determined in accordance with the terms of the sponsored research

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*Net royalties are for this purpose defined as gross royalties received by the Institute on licensed inventions, minus any litigation, interference, or marketing costs directly attributable to the invention being licensed.

or other agreement, or in the absence of such terms, the material shall be the property of the Institute.

Comments: Normally, sponsored research contracts by the government provide the government with specified rights in copyrightable material developed in the performance of the research. These rights may consist of title to such data vesting in the government or the reservation of a royalty-free license to the government with title vesting in the Institute. Grants and other types of sponsored research agreements, whether by the government or industry, may, on the other hand, provide no specific provision concerning rights in such material.

The purpose of this provision is to ensure that the Institute will be free to dispose of all such data in a manner consistent with its obligations to the sponsor and to the public.

This provision is not intended to apply to copyrights on papers published in the usual way in journals, since such papers are normally the property of the journal.

B. All copyrightable material which is developed with the significant use of funds, space or facilities, including but not limited to classes and laboratory facilities, administered by the Institute but without any M.I.T. obligations to others in connection with such support shall be the property of the Institute.

Comment: The Institute shall exercise its rights in such material in a manner that will best further M.I.T.'s basic aims as an educational institution, giving full consideration to making the material available to the public on a reasonable and effective basis, avoiding unnecessary exclusions and restrictions, and providing adequate recognition of the authors.

In this respect M.I.T. recognizes and reaffirms the traditional academic freedom of its faculty and staff and students to publish freely without restriction. In keeping with this philosophy, M.I.T. will not construe the provision of office or library facilities as constituting significant use of Institute space or facilities, nor will it construe the payment of salary as constituting significant use of Institute funds, except for those situations where the funds were paid specifically to support the development of such material.

Textbooks developed through the use of classes are excluded from the provisions of this category, unless such textbooks were also developed using Institute administered funds paid specifically to support such textbook development.

C. Copyrightable material not within the provisions of Categories A and B of this policy is wholly the property of the author.

3.52.4 COPYRIGHT ROYALTIES

Royalty income received by the Institute through the sale, licensing, leasing, or use of copyrightable material, under Categories A and B, in which the Institute has acquired a property interest, will normally be shared with the author and the department, laboratory, or center within the Institute where the material originated. Authorship shall be determined by the director of the originating department, laboratory, or center. The gross royalties received by the Institute will usually be distributed as follows:

a. To the Institute, 60%.

b. To the author(s), a total of

35% of the first $50,000 in gross royalties
25% of the next $50,000 in gross royalties
15% of the gross royalties thereafter.

c. To the originating department, laboratory or center within the Institute

5% of the first $50,000 in gross royalties
15% of the next $50,000 in gross royalties
25% of the gross royalties thereafter.

Where, after review, authorship cannot be determined, the percent share of royalties intended for the author shall be distributed instead to the originating department, laboratory, or center. (As used herein, the phrase, "originating department,

laboratory, or center," means the department, laboratory, or center which administered the funds, space, or facilities used in developing the copyrightable material.)

The Institute reserves the right at its discretion to deduct from gross royalty income, prior to any such distribution, expense, such as litigation, which may be incurred in enforcing or defending the copyright or in licensing the copyrightable material.

3.52.5 INVENTION AND COPYRIGHT AGREEMENTS

The policies set forth above constitute an understanding which is binding on Institute faculty and staff, students, and others as a condition of their participating in Institute research programs or their use of funds, space, or facilities. Where the Institute may have an obligation to assign rights in inventions or copyrights to a sponsor, or may itself acquire rights under this policy, it will require a formal invention and copyright agreement.

3.52.6 CONSULTING AGREEMENTS

Any faculty or staff member who is engaged in consulting work or in business is responsible for ensuring that clauses in his or her agreements are not in conflict with the patent and copyright policy of the Institute or with Institute commitments. The O.S.P. Patent Section will, upon request, provide assistance in this respect. The Institute's rights and the individual's obligations to the Institute are in no way abrogated or limited by the terms of such

agreements. Faculty and staff members should make their obligations to M.I.T. clear tc those with whom they make such agreements and should ensure that other parties to the agreement are provided with a current statement of Institute patent policy.

3.53 PROCEDURES

3.53.1 ORGANIZATION

The Vice President for Research is responsible for administrative matters relating to inventions, patents, and copyrights, serving as Chairman of the Committee on Inventions and Copyrights, which is appointed by the President, and representing the Institute in all matters of patent policy affecting the Institute's relations with government, industry, and the public.

The Committee on Inventions and Copyrights advises the Institute on patent problems arising from activities of faculty, staff, and students, including inventorship, equities between inventors and the Institute, inventor participation in financial returns, and the disposition of patent equities which the Institute does not wish to exercise. This committee shall advise as to inventions on which patent applications are to be filed, the equities involved, the arrangements for prosecution of patents and development of inventions, the issue of licenses, and special patent, copyright and publication matters submitted to it for resolution.

3.53.2 DISCLOSURE

A. Inventions Which May Involve Sponsor Property Rights

Inventions arising in the course of sponsored projects, or otherwise falling within Category A, should be disclosed to the General Counsel, O.S.P., on forms provided for this purpose, with simultaneous disclosure to the project supervisor or laboratory director where applicable. The disclosure will be promptly acknowledged in writing. The circumstances of the invention will be reviewed with those involved, and the inventor will be notified in writing of the disposition that is proposed.

B. Inventions Involving Institute Property Rights

A faculty or staff member or student whose invention does not involve the use of sponsored funds and

a. in which the Institute has property rights, or

b. about which there is a doubt as to the ownership, or

c. which is the exclusive property of the individual, but which he or she wishes to submit to the Institute for patenting and commercial handling,

should make a written disclosure to the Secretary of the Committee on Inventions and Copyrights on forms provided for this purpose by the Secretary of the

Committee. The receipt of this will be promptly acknowledged in writing.

Within six weeks of the receipt of the disclosure, the inventor will be notified in writing of the decision on 1) the equities involved including financial participation, 2) whether the Institute plans to file a patent application, or 3) whether the Institute will accept assignment of the invention for patenting and commercial handling. If the Institute chooses neither to file a patent application nor to dedicate to the public an invention in which it asserts property rights, the inventor will be given a release in writing. If, after the Institute has filed an application, it decides to abandon the patent prosecution, the inventor will be promptly notified in writing, and all rights revert to the inventor.

In those cases in which the Institute has obtained a patent without obligation to sponsors, if no arrangement has been made for commercial development within a reasonable period from the date of the issuance of the patent, the inventor(s) may request in writing a return of the Institute's patent rights. The Committee on Inventions and Copyrights will either grant the request or will advise the inventor of the Institute's plans for the development of the invention.

3.53.3 DETERMINATION OF EQUITIES IN SPECIAL CASES

In the event that there is any disagreement between the Committee on Inventions and Copyrights and the

inventor or inventors, the Chairman of the Faculty shall appoint an ad hoc faculty committee to consider the issues and make findings and recommendations to the President of the Institute.

4.00 RELATIONS WITH GOVERNMENT, INDUSTRY, AND FOUNDATIONS

Institute research programs receive substantial support through contracts, grants, and other arrangements with government, industry, and foundations. From the Institute's experience with such support, general conclusions have evolved as to the conditions under which it can be justified and the manner in which it can most effectively be integrated with other activities of the Institute. These conclusions are set forth in the following sections.

In addition, governmental and private sponsors also provide support for the construction and renovation of facilities, fellowships, and traineeships, curriculum improvement, teacher training, and other programs designed to strengthen graduate and undergraduate education.

The suitability of these programs in relation to Institute activities and objectives has in many cases been evaluated using the same review procedures as are employed in the review of research proposals. Where the support is provided under agreements which create Institute obligations and contractual commitments to the sponsor, the delegation of administrative responsibility has often been the same as for sponsored research. To this extent the material which follows is also applicable to sponsored programs other than research.

4.10 RESEARCH POLICY

The primary purpose of Institute research is to advance knowledge and further the educational program. Instruction and research are interdependent and both suffer when dealt with separately. These functions have, therefore, been integrated and interwoven throughout the entire academic and administrative structure.

The Institute also has an inherent obligation to render public service, especially to any branch of local, state, or Federal government, and in fulfilling this special responsibility undertakes research when it can do so without impairing its primary functions and when its personnel, facilities, or experience qualify it to perform a needed service.

Within the framework of this underlying philosophy, certain general considerations govern and control the undertaking of research activities at the Institute.

4.11 GENERAL CONSIDERATIONS

a. The Institute should not compete with industry in industrial research or undertake activities which should more properly be the responsibility of government agencies. Two factors may justify a secondary activity in areas of industrial or governmental interest: the importance of practical creative activity on "case material" in any effective

professional education and the responsibility of an educational institution to render public service.

b. M.I.T. affirms that the encouragement of research and inquiry into intellectual areas of great promise is one of the most basic obligations to its faculty, to its students, and to society at large. It affirms the profound merits of a policy of open research and free interchange of information among scholars as essential to that responsibility.

In the vast majority of research projects, the encouragement of inquiry wherever the research might lead is not in conflict with the principle of freedom of inquiry and open exchange of knowledge. However, M.I.T. is an institution that plays a unique role in important areas of science and technology that are of great concern to the nation. It recognizes that in a very few cases the pursuit of knowledge may require access to data or literature of a classified nature, or yield results whose immediate distribution would not be in the best interests of society. It affirms, therefore, that such activities are undertaken only when, after weighing the advantages and disadvantages for the academic program and for the nation, they are judged to be highly constructive. Since the implementation of classified research has some aspects which are detrimental to the academic environment of the Institute, it is essential that each project be reviewed and acted upon in the light of its impact on the Institute as a whole.

It is the policy of the Institute, therefore, that every research project within the academic structure

of M.I.T. (excluding Lincoln Laboratory) which requires a classification on the research process or on the publication of results receive the prior approval of the Provost, who shall seek the advice of the Committee on Educational Policy in cases that involve modification of the existing policy and will inform the Committee of all approvals.

Theses, whether undertaken by graduate or undergraduate students, are an integral part of the research program of the Institute and fall within the statement of policy concerning classified research on campus as stated above. No thesis may be embarked upon which requires security clearance or for which there is a requirement for security review upon its completion without the prior approval of the Provost, who shall seek the advice of the Committee on Graduate School Policy in cases that involve modification of existing policy and will inform the Committee of all approvals.

c. M.I.T. is a private institution chartered to perform specific functions. The Corporation and administration must retain proper control of the operations carried on in the name of the Institute and remain free to operate without restrictions which would reduce its effectiveness.

d. The Institute has an advantageous environment for research, including such factors as independence and relative simplicity in management, employment, subcontracting, and methods of accounting and audit; and possession of key staff and facilities. M.I.T. cannot accept in research agreements any restrictive

clauses which would jeopardize the very environment which M.I.T. considers essential to the effective conduct of research.

e. In research, the sponsor and M.I.T. have a joint and continuing obligation to provide not only the contractual and administrative environment, but also the financial basis, for a sound program of investigation. In general, M.I.T.'s resources are such that it cannot provide this environment except on a full cost-reimbursement basis, including direct and indirect costs.

f. No person is permitted to use Institute facilities for sponsored research unless arrangements have been made through proper administrative channels as outlined in Section 4.20.

4.12 RESEARCH ON HUMAN SUBJECTS

In 1962 the Massachusetts Institute of Technology became one of the first educational and research institutions to recognize and act upon the need for a committee of the investigator's peers to review the use of humans as subjects in research projects. In 1964 the World Medical Association adopted the Declaration of Helsinki, a code of ethics in human experimentation. The National Institutes of Health in 1966 made such review mandatory for all projects funded by that agency. By 1971 such review was required for all human experiments, governmentally funded or not, in each institution receiving Federal

funds for human research. In the same year the Food and Drug Administration adopted similar review principles for the use of investigational new drugs.

With these considerations in mind the President of the Institute has charged the Committee on the Use of Humans as Experimental Subjects with the review of every project utilizing humans as research subjects. Diagnosis and treatment of diseased individuals for their own direct benefit may be experimental but is not part of this Committee's responsibility.

All types of human use in research studies fall within the purview of this committee, including medicinal, investigational new drugs, radiological, physical, psychological, sociological, and nutritional. If the use of radioactive materials or other sources of radiation energy is proposed, the project must also have the approval of the Radiation Protection Committee. Investigators who contemplate the use of humans as research subjects may obtain informational material and application forms from the office of the chairman of the committee. Applications as submitted must be signed by the responsible investigator and by the concerned departmental head or laboratory director.

The application must describe completely the procedures to be used on humans; including as appropriate: medication, diets, psychological and physical stress, any physical agents such as electrical stimulation, radiation or radioactive materials,

humiliation, deception as an integral part in the course of an experiment, and the confidentiality of information obtained. The Committee gives special consideration to the manner by which informed consent will be obtained and documented. It requires that all risks to the individual be justified on the basis of potential benefits with full protection of the subject's rights and welfare. Justification for deception in the course of an experiment must be explained carefully, and methods described to repair any damage occasioned by such deception.

After reviewing the application, the Committee reports its decision in writing to the responsible investigator; a copy is sent also to the appropriate departmental head or laboratory director and to all other interested parties. In the event of an unfavorable decision, the Committee endeavors to assist the investigator in modifying the experiment to meet the requirements of the Committee. Approval of a project must be obtained before any human studies are begun; such approval is valid for one year only. Any changes in the use of human subjects must be approved by the Committee before such changes are effected.

The members and Chairman of the Committee on the Use of Humans as Experimental Subjects are appointed by the President. The membership typically consists of biologists, nutritionists, physicians, political scientists, psychologists, students, and other members of the Institute community.

4.12.1 USE OF STUDENTS AS EXPERIMENTAL SUBJECTS

The use of students as experimental subjects is governed by the policy set forth in Section 4.12. After the investigator has received the approval of the Committee on the Use of Humans as Experimental Subjects, requests for student subjects should be referred to the Student Employment Office.

4.13 CRITERIA FOR EVALUATING RESEARCH PROPOSALS

In addition to the general considerations outlined in Section 4.11, the criteria to be used in evaluating the acceptability of a proposed research program include the following:

a. Some department or interdepartmental laboratory of the Institute must be willing to accept responsibility for the program and must have senior faculty members who are available and willing to supervise the program. The technical supervision of all research projects is the responsibility of the individual faculty members directing them, who in turn are responsible to their department heads (unless this responsibility has been explicitly vested elsewhere).

b. It must be possible to staff the project without overloading the academic staff and without detriment to the educational program.

c. The project must not encroach on space and facilities required by the educational program or by existing research activities. Availability of space and equipment must be assured in advance by the department head and dean concerned, or by the Provost if any renovation or building changes are contemplated or if space outside the jurisdiction of the department head will be involved.

d. The project must come within the volume of research (measured in dollars, space, personnel, and required amount of administrative attention) which the Institute can appropriately undertake. It must also fit into a balanced, overall program.

4.14 FINANCIAL AND BUSINESS ADMINISTRATION

The office of the Vice President for Financial Operations is responsible for financial and business policies and procedures for sponsored research, including those designed to meet the requirements of grants and contracts.

The Vice President for Financial Operations is the contracting officer of the Institute and is directly responsible for the negotiation and interpretation of sponsored research contracts and grants, including basic agreements, and for negotiating the reimbursement of indirect costs and employee benefits, but this may be delegated in part to other officers of the Institute. The Accounting Office reporting to

the Comptroller directs the accounting for all sponsored research projects.

While retaining Institute-wide responsibility for business and financial activities related to sponsored research, the Vice President for Financial Operations may delegate specific operational responsibility and authority to the Director of Lincoln Laboratory.

4.20 THE OFFICE OF SPONSORED PROGRAMS

The Office of Sponsored Programs (O.S.P.) has the immediate responsibility for the business administration aspects of research projects sponsored by the government, industry, or foundations in accordance with the established policies of the Institute.

Government sponsored research is normally carried out under contracts or grants, depending on which agency is sponsoring the work and to some extent on the nature of the program.

Although government grants and contracts are subject to differing statutory requirements and regulations, there is no longer any significant difference between them in terms of M.I.T. research policy and administrative procedures. Nor does the administration of contracts from private organizations differ markedly from that of government grants and contracts.

Grants from industry and foundations, on the other hand, differ from contracts and government grants in that the area of research is usually more broadly defined, and administrative and contractual requirements are minimal. Frequently the only intent of the sponsor or donor is to assist the Institute's program or to advance the state of the art in a given field. Grants of this type may, in some cases, qualify as gifts to M.I.T. under current tax regulations, in which case they are recorded as such and then forwarded to the Office of Sponsored Programs to be administered on the same basis as other research projects.

4.21 PROCEDURE FOR ESTABLISHING CONTRACTS OR GOVERNMENT GRANTS

The following procedures should be followed for a research program whether it is to be covered by a contract or grant and regardless of the potential sponsor:

a. Preliminary negotiations may be carried out between a faculty member and a sponsor, but no proposals or commitments should be made.

b. Faculty members seeking research grants from industry or foundations should keep the Vice President for Resource Development informed of negotiations with private sponsors or donors to ensure that there is no conflict with existing agreements or

with other pending solicitations with the company or foundation involved.

c. A faculty member proposing a sponsored research project must first obtain approval from the head of the department concerned, who must be satisfied that (1) the project is appropriate for the department to undertake as a part of its educational and research program, (2) senior staff are available and willing to supervise the research, and (3) adequate space and facilities are available. Proposals should include a budget based on advice from the O.S.P. It is important to establish the principle that the budgets for all grants and contracts should cover both direct and indirect costs at current rates, as well as a charge for the salary of the supervisor directly responsible for the research, based on the effort allocated to the program.

d. After departmental approval, the proposal should be submitted to the appropriate dean for endorsement. The dean will also determine the suitability of the project in relation to the entire Institute program of research.

If the proposal has an annual budget exceeding $75,000, it will also be submitted to the Provost for review. Proposals to be performed by an inter-departmental laboratory should be forwarded after review by the laboratory director to the Provost or Vice President for Research, as appropriate.

e. After review and approval, as outlined under c., the proposal is sent to the O.S.P. for review

and forwarding to the sponsor, subject to the approval of the Vice President for Financial Operations if the total budget exceeds $250,000 annually or if there is any underrecovery of costs. In some cases, grant proposals to private sponsors or donors are, after O.S.P. review, forwarded to the Resource Development Office for transmittal. This may involve simply an exchange of correspondence between the Institute and the sponsor or donor. If a more formal agreement is desired, however, it must be signed by an appropriate Institute official and reviewed carefully to ensure that the provisions are consistent with M.I.T. policy and, where a gift is intended, that the research grant qualifies as such under the law.

f. Renewals or extensions involving additional funds must be approved by the procedure outlined above.

g. All contracts and grants are negotiated by the O.S.P. and signed by an official of the Institute designated by the Executive Committee of the Corporation. When negotiations have been completed, the O.S.P. will issue a project number, establish a corresponding account, notify the dean, department head, project supervisor, and appropriate administrative offices, and take whatever other steps are necessary so that the project supervisor may begin the research and make appropriate charges to project funds.

h. Any correspondence proposing modification of the terms or conditions of a contract or grant, including

changes in the scope of the work or the period of performance, or an increase or decrease in the total estimated costs, should be forwarded by the O.S.P.

4.22 STAFF ON SPONSORED RESEARCH PROGRAMS

In obtaining professional personnel for a sponsored research program, the supervisor will give preference to personnel holding academic appointments. Regular academic appointees will normally be released from some departmental duties to work on a sponsored research program if the approval of the department head concerned is obtained. Under such circumstances, sponsored research program work will fall within the normal workload of a full-time staff member during the academic year. No supplementary compensation will be paid for sponsored research work during the academic year except in very special cases. Members of the faculty are in no way obligated to work on sponsored research programs.

If a sponsored research program requires the services of an academic staff member during the summer, the maximum compensation shall be one-ninth of the individual's annual salary per month for full-time work. Academic staff members on the annual salary plan are not permitted to work for more than two months on a sponsored research program during the summer.

4.23 FELLOWSHIPS

Research sponsorship in the form of fellowships, covering a cash award to the Fellow, tuition, and an additional allowance to M.I.T. is subject to the rules and regulations of the Committee on Graduate School Policy. Faculty members who are soliciting fellowships should consult with the appropriate department head and the Vice President and Dean of the Graduate School before making commitments.

Some research sponsored by industry may be carried out by awarding fellowships or scholarships to graduate students whose thesis work is in the field specified. Such awards are also subject to the rules and regulations of the Committee on Graduate School Policy. In particular, no restrictive conditions should be applied, and the recipients must retain the status of regular graduate students. If, in addition, a student receives financial aid from a grant for thesis expenses or utilizes laboratories and equipment that are partly or wholly financed by special funds, the student must relinquish his or her rights (particularly with respect to inventions and publication) to the extent that the Institute is obligated to those who contribute financial assistance to its educational and research programs.

4.30 INDUSTRIAL LIAISON PROGRAM

The Industrial Liaison Program was established by the Institute in 1948 to accomplish several purposes:

to provide organized communication between the Institute faculty and staff and the research, management, and operational activities of a broad range of research-oriented industrial organizations; to provide comprehensive information regarding M.I.T.'s research activities to the selected companies participating in the Program; and to secure major unrestricted financial support from industry. The Industrial Liaison Office (I.L.O.) is responsible for implementing the Institute's commitments to the participating companies with the active assistance and cooperation of the faculty, staff, and administration.

The Institute undertakes to facilitate the interchange of ideas and research information between the faculty and participating companies. The Industrial Liaison Office sponsors informal research conferences conducted by the faculty and staff for member companies, publishes an annual Directory of Current Research and presents a series of formal Symposia (12-18 per year) and seminars (6-8 per year). The former are mainly held in Cambridge, and the latter in different cities around the country. The I.L.O. also publishes a "Monthly List of Publications" of selected M.I.T. research articles, reports, etc., and provides companies access to the M.I.T. library system. It also supplies the companies with preprints of journal articles and laboratory technical reports prepared by the Faculty, solicits industrial research papers and distributes them to interested faculty members, arranges visits by company representatives to the Institute, supports visits by members of the Faculty to the laboratories and offices of

the participating companies, and in general acts as a communication link between member companies and the M.I.T. staff. The attention of the Industrial Liaison Office is focused on the individual interests of faculty members and of participating companies and touches on all fields of education and research represented at the Institute.

Faculty and staff members are asked to take an active part in the Industrial Liaison Program. They keep in touch with the needs and interests of participating companies, or obtain technical information from them, through the Industrial Liaison Office. The I.L.O. activities provide:

a. Contact with advanced industrial research, leading to improved teaching material and stimulation of ideas for thesis topics. Companies upon request can often furnish material and information that otherwise would be excluded.

b. A favorable climate for increased industrial interest in and support of sponsored research, grants, and fellowships.

c. Convenient channels for faculty members to increase their services in industry through consultation and mutual exchange of information.

d. A desirable framework for visits by Institute faculty staff members to industrial laboratories and plants.

e. Improved opportunities for effective placement of graduates through better mutual knowledge of personnel and facilities.

A Revenue Sharing Plan has been initiated in the Industrial Liaison Program through which 10 percent of the revenue received is distributed among the M.I.T. faculty and staff who participate in the activities of the Industrial Liaison Program. The funds made available on this basis are not income to the individual but are intended for support of his or her professional work.

The Faculty Committee on Industrial Liaison serves as an advisory group to the administration and the Industrial Liaison Office on the Industrial Liaison Program and gives representation to the faculty on policy matters.

4.40 M.I.T. ASSOCIATES PROGRAM

The M.I.T. Associates Program was established in 1961 to facilitate an exchange between the Institute and a selected group of business and industrial firms. The Program also provides an appropriate means for those business concerns to grant unrestricted support to the Institute on a continuous basis. New growth companies and large, well-established firms with a limited commitment to basic research technology are the principal organizations served under the Program. Many, though not all, of the participants are located in New England.

Through the Associates Program, the Institute expresses its recognition of the crucial role of the smaller, research-based company in the economic growth of industrialized areas throughout the country. As a private institution chartered in Massachusetts, M.I.T. feels a special responsibility to contribute to the scientific and technological development of the community in which it resides. It also recognizes the desire of many new enterprises to play an active role in the professional life of the Institute and the stimulus of an organized means of communication with such companies to M.I.T.'s educational and research program.

The primary resource of the Program is an exchange between representatives of the participating companies and the Institute's faculty and research staff. This level of interaction can extend into other levels of consultation and research as required on an individual basis.

The Program sponsors a series of round table luncheons for participating firms which are chaired by a faculty member and are administered by the Program's staff.

Member companies are kept informed on research under way at the Institute bearing on their fields of interest and receive assistance in obtaining information and expert counsel in peripheral fields. The participants are granted use of the M.I.T. library system, are notified of all seminars and other M.I.T. technical and educational events open to the public, and, in general, are encouraged to

use the M.I.T. Associates Office for aid in their relations with the Institute.

A Revenue Sharing Plan similar to that described for the Industrial Liaison Program is available to the faculty and staff members who participate in the Associates Program.

5.00 INSTITUTE FACILITIES AND SERVICES

5.00.1 OFFICE OF ADMINISTRATIVE INFORMATION SYSTEMS

The Office of Administrative Information Systems is a central resource group responsible for planning and directing the analysis and development of management information systems for all administrative units of the Institute, as well as for producing timely and accurate reports from systems which utilize the O.A.I.S. computer facility. These two tasks are to be accomplished within an environment which establishes and enforces Institute standards for documentation, programming, and compatible data files. Particular emphasis is given to the development of an integrated plan for the use of information at the Institute, to the relation between specific systems and that plan, and to the maintenance of the confidentiality of information. Operational services are billed to client offices while design and development are financed centrally by the Institute.

5.00.2 ATHLETIC FACILITIES

The extensive athletic facilities of the Institute are available to employees at those times not conflicting with student requirements. An athletic card, which also authorizes members of the purchaser's

immediate family, is required for access to most facilities.

5.00.3 AUDIO-VISUAL OFFICE

The Audio-Visual Office has the following types of equipment available for classroom teaching, seminars, and thesis presentations: public address and related audio components, movie and slide projectors, and other audio and projection aids.

5.00.4 CAMPUS PATROL

The Campus Patrol has, as its continuous mission, responsibility to provide for the safety and welfare of students, faculty, staff, employees, and visitors seven days a week, twenty-four hours a day.

In addition, the patrol continues to provide the many services for which it is uniquely qualified by reasons both of training and its twenty-four hour, seven-day-a-week operation. Such services include responding to medical emergencies with attendant emergency ambulance service, accidents, fires, lockouts, night escort service, and lost and fourd, to mention a few. The Patrol is responsible for much of the administration and all of the direction and enforcement of traffic and parking for the entire Institute community of faculty, staff, students, and visitors. The Patrol engages in crime prevention programs such as "Operation Identification" for personal property, "Bolt Down" for Institute equipment, and the constant publication of

informative warning bulletins to keep the community informed and alert, to meet the challenges of our open campus.

At the Institute to reach the Patrol in an emergency dial 100, from outside, 253-2996 or 253-2997.

5.00.5 CAREER PLANNING AND PLACEMENT OFFICE

The Career Planning and Placement Office, with the assistance of department placement advisers, has primary responsibility for assisting both bachelor's and advanced degree candidates with their career plans. This aid includes arranging interviews with representatives of industry and government, counseling students on their choice of jobs, graduate schools, and fellowship awards, and exploring foreign work and study opportunities.

In addition, the Career Planning and Placement Office operates an alumni placement service, the purpose of which is to help alumni secure positions for which they are particularly suited and to aid employers in selecting individuals for jobs requiring professional education in engineering, science, or management. At any point in time, a large number of openings are listed with this service by companies, research institutes, and government agencies.

The Career Planning and Placement Office can frequently assist staff members in answering personnel inquiries. However, most recommendations for teaching positions are made by the departments. The

office compiles detailed statistics on the career plans and employment status of graduating students.

5.00.6 CHILD CARE OFFICE

The M.I.T. Child Care Office serves as the focus for issues related to child care and is available to all members of the M.I.T. community, especially those who need assistance in locating suitable care for their children.

The office both coordinates on-campus programs (a nursery school and a day care center operated by Technology Children's Center, Inc., a private, not-for-profit corporation) and also operates a Family Day Care Program with licensed homes both on and off campus. Information is available on other programs in Cambridge and in nearby communities for those who cannot be accommodated in these programs.

Part of the process of finding suitable child care is to understand what suitable child care means. Since there is no one objective definition of suitable child care, parents must decide this for themselves. To assist parents in making this decision, the Child Care Office maintains a library of publications on related subjects. These are made available to parents upon request. In addition, the staff is available to discuss any related issues with parents either individually or as a group.

All inquiries concerning any aspect of child care should be directed to the Child Care Office.

5.00.7 CREDIT UNION

Membership in the M.I.T. Employees Federal Credit Union is available to all M.I.T. employees. Savings accounts, including a payroll deduction plan, and individual loans may be arranged.

5.00.8 DAY CAMP

The Athletic Department operates a day camp for eight weeks during the summer. It is open to children of students, staff, and employees for a fee for ages six through fourteen. The program includes a wide variety of athletic and craft activities.

5.00.9 M.I.T. DEVELOPMENT FOUNDATION

The M.I.T. Development Foundation was organized to stimulate and encourage the technology transfer process and to develop a better understanding of the mechanisms whereby science and technology may be applied in the public sector.

The Foundation is prepared to assist members of the M.I.T. community and others in the commercialization of new products, processes, techniques, or technology. The Foundation can assist in the development of market information, corporate strategy and organization, and business plans, and can provide advice on sources of venture capital, management and technical talent, and current trends in the financing of new businesses and in the regulatory environment.

5.00.10 ENDICOTT HOUSE

Endicott House, a large residence in suburban Dedham, Massachusetts, is operated by M.I.T. primarily as a resident conference facility; it houses up to 31 people in double and single rooms and has comfortable dining and conference facilities. Though resident groups are given priority, arrangements may be made for other conferences and meetings for educational and professional groups of up to 100 people working in the public interest, whether or not sponsored by M.I.T. For example, the groups might include committees (when faculty members are involved), department teas and seminars, and meetings of the M.I.T. Matrons. The house is not available for purely social gatherings sponsored by individual staff members.

The house and grounds are not open to the public, or to individual members of the M.I.T. community, without prior reservation. Group reservations for the use of the house must be made through the Endicott House office, 326-5151.

5.00.11 FACULTY CLUB

All faculty, staff, and exempt personnel of M.I.T. and members of the Quarter Century Club are eligible, without payment of dues, for membership in the Faculty Club. Lunch is served from 12:00 noon to 2:00 p.m.--dinner from 5:30 p.m. to 8:00 p.m. A bar and comfortable lounge are available as well as private dining and meeting rooms for business or relaxation.

5.00.12 FINANCIAL SERVICES

Personal checks up to a limit of $100 may be cashed by members of the M.I.T. staff for a small fee with the required Institute identification card at the Cashier's Office, located in Building 10-180, between 9:00 a.m. and 3:00 p.m., Monday through Friday. Staff members may arrange with the Payroll Office to have their salary checks deposited in their personal checking accounts. Payment of bills, purchase of traveler's checks, and pickup of payroll checks may also be transacted in the Cashier's Office.

5.00.13 FURNITURE EXCHANGE

The Technology Matrons operate the Furniture Exchange on a volunteer basis to assist students and short-term visitors requiring furniture at minimum expense. The inventory consists of both donated and repurchased items; tax deductible donations are welcome. The Exchange is located at 25 Windsor Street and is generally open for business Tuesdays and Thursdays from 10:00 a.m. until 2:00 p.m. Appointments may be made by calling extension 3-4293.

5.00.14 GRAPHIC ARTS SERVICE

The Graphic Arts Service includes the following specialized operations to fulfill faculty, staff, and student requirements for photographic, mailing, typesetting, drafting, illustration, and reproduction work:

The Illustration Department: Equipped to prepare creative designs, photographic typesetting, schematic diagrams, renderings, exploded views, graphs, and charts for theses, reports, and publications.

The Photographic Department: Offers a complete illustration and portrait studio, professional photographers who are available to take photographs at locations throughout the campus and elsewhere; and complete darkroom facilities, including equipment for making slides, photographic copies, prints, and enlargements (including photomurals). In addition, there is equipment for photostat and ozalid reproduction.

The Quick Copy Centers: Located at Buildings 3-003, 1-252, 2-217, and E52-032, they give for less complicated jobs, the faster service that the Offset Printing Department is unable to provide. Xerox machines and Addressograph-Multigraph 2650 Systems are used to print from one to two hundred copies, on one or two sides of a sheet. A limited finishing service is available: papers may be collated and stapled if desired. Punched paper is available. Sheet sizes up to 14" x 17" may be reproduced from original copy and reductions of originals are also available. A machine capable of copying the full range of colors is also available at the 3-003 location.

The Offset Printing Department: Provides offset and photo direct printing of all types, as well as complete bindery and finishing service for brochures,

pamphlets, posters, class notes, theses, and lab reports, to name a few.

Photo direct usually picks up where Quick Copy ends or cannot produce the desired quality or quantity. Average photo direct printing orders fall into the 100 to 1,500 copy bracket, one or two-sided printing, by any number of pages when camera-ready copy of line quality is furnished.

Photo offset is in essence limitless as to the type of original that can be printed and is the finest quality of printing offered in any quantities. Where photo direct has binding limitations, photo offset has no limitations as to binding requirements.

The Mail Service Provides the facilities for addressing envelopes, brochures, etc., via pressure sensitive labels, heat transfer tapes, Cheshire labels and Elliott address plates. Sorting according to zip codes, hand inserting and high-speed machine inserting for #10 and 9 x 12 size envelopes, sealing, metering, tying and bagging, and trucking to the Post Office, can be handled by this department. In addition, the Graphic Arts Mail Service is also equipped to create mailing lists on Elliott Stencils from the customer's list. These lists may be kept at Mail Service or by the customer and sent to the Mail Service when envelopes, cards, etc., are needed.

5.00.15 HOUSING OFFICE--OFF-CAMPUS HOUSING SERVICE

The Housing Office maintains off-campus listings of rooms, apartments, and houses for rent. Information

is also available concerning leases, temporary accommodations, public transportation and Greater Boston Area maps, renting and buying furniture, and other housing-related issues. Information is available about special programs and resources for short-term furnished accommodations. The Housing Office should be considered as the best resource to find answers to any housing-related questions.

5.00.16 INFORMATION PROCESSING CENTER

The Information Processing Center provides the M.I.T. community with a broad spectrum of general purpose computer services on a cost-recovery basis. These services include high-performance job-stream processing, remote job-entry, interactive time-sharing, programming assistance, and documentation. Any member of the M.I.T. community needing detailed information about the services provided or about their use and application should contact the director.

5.00.17 INSTITUTE INFORMATION SERVICES

Institute Information Services is composed of the Campus Information Center, the Office of Design Services, the News Office, and the Registry of Guests, and is responsible for the publication of the M.I.T. Bulletin.

The Campus Information Center offers general information about the Institute for the M.I.T community and for visitors to the campus.

The Office of Design Services provides graphic design, production, and editorial services for Institute publications.

The News Office is a center for internal and external dissemination of information relating to education and research developments and to activities of the M.I.T. community. The News Office publishes the official campus newspaper, Tech Talk, as well as the M.I.T. Observer and Reports on Research. The Director and staff of the News Office provide liaison with all public media and with student and alumni publications. Members of the Institute faculty, staff, and student body are urged to keep this office informed of activities and to seek counsel and assistance in matters relating to public information.

The Registry of Guests provides information and coordinates arrangements for international visitors to M.I.T. The office arranges appointments for and receives short-term foreign visitors to the Institute. The Registry also assists foreign staff and faculty members who have been tendered formal appointments to M.I.T. with visas and other related matters. Requests for visa assistance should be accompanied by full information concerning such appointments. In addition, the Office provides liaison for the Committee on Commencement, and secures delegates to represent the Institute at academic functions at other institutions.

The Editorial Manager of the M.I.T. Bulletin coordinates the design, editing, and production of various

issues of the M.I.T. Bulletin, the General Catalogue, Courses and Degree Programs, and the Report of the President and the Chancellor.

5.00.18 LIBRARIES

Supporting both the teaching and research activities at the Institute are the M.I.T. libraries, with holdings in excess of one and one-half million volumes. Over 17,000 current journals and serials and extensive back files provide comprehensive resources in all major fields. These are enriched by numerous special collections, including microfiche, slides, and maps.

The library system, with headquarters in the Charles Hayden Memorial Library Building, includes the five School libraries with several branches and reading rooms: the Rotch Library of Architecture and Planning; the Dewey Library (economics, industrial management, industrial relations, and political science); the Barker Engineering Library (with a separate Aeronautics and Astronautics Library and Von Hippel Reading Room for materials science); the Humanities Library (with a Music Library and a Reserve Book Room): the Science Library (with the Lindgren Library for the earth and planetary sciences and Chemistry Reading Room); the Student Center Library; the Institute Archives; and Rare Books.

All of the services offered by a fine research library are available: reference and information, interlibrary loans, complete photocopying facilities, retrieval from machine-readable data bases. The

M.I.T. libraries are open to the students, faculty, staff, and employees of the Institute, and their immediate families, and to those individuals outside the academic community who have made special arrangements to use them. Members of the M.I.T. community use their M.I.T. identification card for admission to the libraries and for borrowing privileges. Others wishing to use the facilities may apply to the Associate Director for Library Services, Room 14S-216, for a library privilege card.

5.00.19 MEDICAL DEPARTMENT

The Executive Committee of the Corporation by vote on May 15, 1933, established a policy making the services of the Institute's medical staff and the facilities of the Homberg Memorial Infirmary available to students, faculty, staff, and employees of the Institute. In 1963 the Institute extended the services of the Medical Department to include spouses of students, and in 1973 it initiated the M.I.T. Health Plan making comprehensive health services available to employees and their families on a contract basis.

The services of the Medical Department are available to faculty, staff, and employees holding an Institute identification card. There is no charge for visits to the medical or surgical clinics; however, charges are made for consultations with specialists, laboratory studies, surgical procedures, electrocardiograms, and X-rays. Institute personnel may be admitted to the Infirmary for care. The Medical Department will

cooperate in every way possible with the private physicians of Institute personnel.

The Medical Department is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Except for emergencies, all patients are seen by appointment, which may be arranged at the reception desk on the first floor of the Medical Department or by calling the clinic.

Emergency Medical Care: When the Medical Department is closed, emergency care may be obtained in the Infirmary, which is at 350 Memorial Drive between McCormick Hall and Baker House. The entrance to the Infirmary is from Amherst Street.

In case of medical emergency on campus, help should be summoned by dialing extension 100 which connects directly to the Campus Patrol, whose officer on duty will dispatch an ambulance to take the patient to the Medical Department or to a hospital. A physician will not be sent to the scene of an accident since this may delay the transportation of the patient to a facility properly equipped to cope with the medical problem.

Environmental Medical Service: The Environmental Medical Service, a unit of the Medical Department, is supervised by a physician who is a specialist in environmental health. Several health physicists and industrial hygiene engineers, members of the staff, devote their skills to the protection of the Institute community from radiation and toxic hazards. All members of the Institute should feel free to consult with the Environmental Medical Service if

they are concerned about the safety of operations involving potential toxic or radiation exposure. A member of the Environmental Medical Service is available any time of the day or night for assistance in emergencies and can be reached through the Institute telephone operator.

Office of Social Work Service: As an adjunct to the Medical Department, the Institute maintains an Office of Social Work Service for consultation and referral. A wide list of available family services is maintained by this office.

M.I.T. Health Plan: Available as an alternative to the Institute's Blue Cross/Blue Shield health insurance at only marginally higher cost, the M.I.T. Health Plan offers prepaid comprehensive health care to those employed at the Institute and their families (see Section 2.82.2).

5.00.20 M.I.T. PRESS

Since the M.I.T. Press became a wholly independent university publishing organization in 1962, it has grown to the point that it is now one of the largest scholarly publishers in the United States. Over 1,000 books have been published under the M.I.T. imprint since the Press was founded in 1933. At the present time approximately 90 new books are issued by the Press each year--most of them original hardcover editions but including a significant number of imports and paperbacks as well.

The Press consists of five operating departments: editorial acquisitions; text editing, media (design and production); marketing; and financial (including order processing, accounts receivable, and accounting). The Director of the Press is responsible to the office of the President and the Chancellor. Editorial and management boards consisting of faculty and officers of the Institute advise the Press on policy and operations. The editorial board, in particular, is charged with administering the imprint of the Press; book projects must be accepted by the board before they are published by the Press.

The M.I.T. Press is a principal agency for the execution of the Institute's responsibility to teach not only a residential student body but the world at large. The Press has worldwide distribution, through its United Kingdom subsidiary and by other means; its books and other educational materials bearing its imprint convey to a broad audience of scholars a sense of the quality of the Institute and its concern with learning. Books published by the Press have won many awards, including the National Book Award and a wide variety of citations for graphic excellence.

In general, the range of publication parallels the range of the Institute's own interests. Science and technology are central areas of concentration. In addition, architecture and urban planning, critical current issues, environmental studies, linguistics and information science are among the areas characterized by a notable depth of coverage in recent Press lists. The Press has a special interest in

manuscripts originating at the Institute itself; among its authors, however, are members of faculties of many other universities in the United States and abroad.

Facilities: The headquarters of the Press are located at 28 Carleton Street, Cambridge, Massachusetts 02142. Its warehousing facilities are in Lawrence, Massachusetts.

The Press maintains a professional staff equipped to provide manuscript appraisal and editing and full graphic design and production (the latter by subcontract to a wide variety of compositors, printers, and binders). Its marketing effort includes direct mail, space advertising, and direct sales activities, so managed as to create access to a large general audience for those books appropriate for that readership as well as awareness within the specific group of scholars to which a monograph may be directed.

The Press seeks most of all to serve its own community. Inquiries regarding publication are welcome. Catalogues of books in print are available on request.

5.00.21 PARKING

Limited parking space is available for faculty, staff, and employees in designated parking facilities on the campus. These facilities are controlled by the issuance of windshield stickers on a yearly basis through the individual departments.

Since parking space is insufficient for all members of the community and because environmental regulations emphasize the need to utilize commuting modes other than the single occupant motor vehicle, the Institute Committee on Parking has developed guidelines for permit allocations which stress the need to minimize parking. Alternative transportation modes such as carpooling and public transportation are encouraged.

5.00.22 PERSONNEL OFFICE

Personnel policies for nonacademic personnel are adopted by the administration on recommendation of the Personnel Policy Committee, which includes representation from the administration, the faculty, and sponsored research activities. The Personnel Office is responsible for communication, interpretation, and overall administration of these policies throughout the Institute. Its functions include employment, wage and salary administration, union relations, the administration of benefits, advice and assistance in personnel matters both to employees and to supervisors, and programs of personnel development and training.

All actions affecting the employment status of nonacademic personnel are processed through the Personnel Office, including new hires, promotions, transfers, changes in pay or hours, leaves of absence, and terminations. At the Lincoln Laboratory such actions are processed through the Personnel Office maintained at that facility.

New members of the faculty and campus staff are asked to visit the Benefits Section of the Office of Personnel Relations when they are first appointed to become acquainted with the Institute's various benefit plans, and the options available under these plans. New members of the Lincoln Laboratory staff should contact the Benefits Section of the Personnel Office at that facility. Questions about benefits and related matters may, of course, be brought to these offices at any other time as well.

A member of the faculty or staff who is responsible for the supervision of employees is also urged to become familiar with the Institute's policies and procedures relating to such matters as wages, hours of work, promotions, transfers, leaves of absence, vacations and other paid leaves, attendance requirements, and grievance procedures. Each department is assigned a Personnel Officer from the M.I.T. Personnel Office who is available for advice and consultation to supervisors at any time.

5.00.23 PHYSICAL PLANT

The Physical Plant Department is responsible for the operation and maintenance of all M.I.T. buildings and grounds, excluding the dormitory system, which is serviced on a limited basis. It supervises the construction of all new buildings as well as the alteration and renovation of existing facilities. The Department provides a variety of services to assist members of the M.I.T. community in the development and maintenance of space and equipment as well as providing normal and emergency repair

services as needed. In addition, it has responsibility for the purchase and distribution of utilities throughout the campus as well as overall responsibility for telephone services, including the dormitory phone system and data communications.

Requests for building repairs and emergency service should be directed to the Work Control Center. Information concerning space alterations and related cost estimates, or the installation of equipment and utilities, may be obtained from the Office of the Superintendent for Engineering and Construction. Inquiries concerning mail delivery, cleaning, trucking, moving, and similar services should be directed to the Office of the Superintendent for Support Services. Questions concerning any aspect of telephone service should be directed to the Office of the Superintendent of Telecommunications.

5.00.24 PLANNING OFFICE

The M.I.T. Planning Office is responsible for the preparation and maintenance of the Institute's long-range plan for campus development, the programming and planning of the Institute's new facilities, and the preparation of planning studies on the utilization and allocation of the Institute's existing space resources. It additionally maintains the system collecting information concerning all of the Institute's physical facilities, and maintains technical liaison with both public and quasi-public agencies whose operations influence the Institute's physical development. In conjunction with these responsibilities, the Institute's Planning Office

staff carries out a wide range of studies for the whole M.I.T. community as well as for a number of standing and special committees.

5.00.25 PREPROFESSIONAL ADVISING AND EDUCATION OFFICE

The Preprofessional Advising and Education Office serves students interested in the fields of medicine and health-related fields, law, public administration, education, and/or related careers. The Office supports three faculty-student committees--the Committee on Preprofessional Advising and Education, the Premedical Advisory Council, and the Prelaw Advisory Council. The Committee on Preprofessional Advising and Education publishes a Premedical Handbook for M.I.T. Students and a Handbook for M.I.T. Students Interested in Law. Seminars sponsored by the Office provide a means for the student to decide whether a career in a certain field is appropriate for him or her. The Office serves as host to representatives from medical and law schools who speak to students about their particular programs.

The Office compiles statistics on the students who apply to medical and law schools. These include tables which indicate where the students applied, where they were admitted, and their department affiliation.

5.00.26 PURCHASING OFFICE

All materials, supplies, repairs, maintenance, alterations, and equipment, except contracts involving the planning and building of structures or

additions or alterations affecting the building structure or utilities, are procured through one of the established services of the Institute (such as the Office of Laboratory Supplies, Graphic Arts Services, and the Physical Plant, or through an authorized purchasing agency). The requirements of academic and administrative departments and of research projects located within the academic departments are handled through the General Purchasing Office. Certain research laboratories with special technical requirements have separate purchasing agencies. A booklet on Purchasing Policy and Procedures is available from the Office of the Director of Purchasing.

The Office of Laboratory Supplies, which is under the jurisdiction of the Director of Purchasing, has an extensive inventory of laboratory apparatus and supplies, electronic components, chemicals, office supplies, and office furniture. In this stock will be found most of the items in common use throughout the Institute. Compressed gases and office supplies are delivered throughout the main buildings. Catalogues of the office supplies, laboratory supplies, and electronic components in stock are available from the Office of Laboratory Supplies.

5.00.27 SAFETY OFFICE

While primary responsibility for the safety of students, faculty, staff, employees, and guests rests with the departments and their supervisory personnel, the Institute provides the services of

the Safety Office in connection with problems of personal safety and public safety.

The Safety Office evaluates and implements safety policies and reviews new and existing equipment and operating practices to minimize hazards to the Institute community and visitors. It conducts accident investigations, suggests remedial measures, and administers accident reporting procedures. The Safety Office publishes the M.I.T. Accident Prevention Guide, a handbook of safety policies and procedures. Copies are available on request. A waste chemical disposal service is available for potentially hazardous chemicals. Training and assistance in conducting special accident prevention programs are available as required.

In addition, the Institute's Safety Committee and the Laboratory Hazards, Radiation Protection, and Reactor Safeguards Committees meet periodically to review and promulgate safety policies.

5.00.28 SUMMER SESSION OFFICE

The Summer Session Office is primarily concerned with the development and management of a series of one and two-week Special Summer Programs. These Programs are intensive courses for professional men and women to keep pace with developments in their fields. They are developed in collaboration with faculty and department heads.

The Office also assists with the coordination of on-campus activities during the summer, e.g., professional conferences and symposia.

5.00.29 TALBOT HOUSE

Talbot House is a unique M.I.T. facility located in South Pomfret, Vermont. A two-story colonial style house, Talbot House is primarly a retreat center for student groups although any M.I.T. group may apply to use the facility. Although many groups use Talbot House solely for social/recreational activities, other groups use Talbot House for program planning and for academic purposes.

Visiting groups are provided with home-cooked meals and linen. To keep prices as low as possible guests share in the kitchen chores. Up to 27 people may sleep in the six bedrooms on the second floor. The first floor is complete with living room and fireplace, den with piano, dining room, kitchen, and ski/work room.

Talbot House is administered by the Office of the Dean for Student Affairs. The Talbot House Committee assists in the management of this facility. Every effort is made to allow as many members of the M.I.T. community as possible to use the house. However, the house is made available to groups, not to individuals.

Groups usually visit Talbot House either for a weekend or for a period of up to five days during the week. Applications should be submitted no later

than 45 days prior to the first of the month in which the group is applying. Further information may be obtained from the Office of the Dean for Student Affairs, W20-345, 253-7974.

6.00 INFORMATION PUBLISHED ELSEWHERE

6.00.1 EDUCATIONAL PROGRAMS AND INSTRUCTION

The General Catalogue Issue of the M.I.T. Bulletin, published annually about September 1. Contains descriptive material about the Institute, about undergraduate and graduate educational opportunities, and about departmental and interdepartmental activities. Intended for prospective students and others wanting information about M.I.T. From the Information Center.

The Courses and Degree Programs Issue of the M.I.T. Bulletin, published annually about August 1. Contains information on general Institute requirements, general requirements for graduate degrees, interdisciplinary study and research, departmental programs and requirements, and descriptions of subjects. Intended for use by faculty and students at M.I.T. From the Information Center.

The Summer Session Catalogue Issue of the M.I.T. Bulletin, published annually in February. Complete information concerning academic activities during the Summer Session. From the Information Center.

The Guide to I.A.P. Activities. This catalogue of activities taking place during the January Independent Activities Period is published twice each year.

The first or preliminary issue appears just before Thanksgiving, and the final guide is issued just before Christmas. Copies are distributed in the lobbies of major campus buildings and can be obtained from the Information Center.

The Undergraduate Research Opportunities Program Directory contains information for undergraduate students for participating with M.I.T. faculty members in a wide range of research and project activities both on and off campus. From the Information Center and the UROP Office.

Undergraduate Seminar Program. A booklet published every spring term describing seminars being offered. Fall term seminars are described in the Freshman Handbook. From the Undergraduate Seminar Office.

M.I.T. Today, an interpretive description of the Institute planned especially for prospective undergraduate students. From the Admissions Office.

The Freshman Handbook, detailed descriptions of first-year subjects, including seminars, and of registration and counseling procedures for members of the freshman class. It includes information about residence, athletic and extra-curricular activities. From the Freshman Advisory Council.

The Freshman Picturebook contains pictures of the freshman class. From the Technology Community Association Office.

Class Schedules and Typical Course Schedules, published prior to each term. From the Registrar's Office.

The Guide to Undergraduates and Faculty Counselors. This booklet, published by the Committee on Academic Performance every year, is intended to be a summary of information concerning the grading system, Institute requirements, various registration procedures, and other administrative aspects of M.I.T., including detailed information concerning policies and procedures followed by the C.A.P. From the Information Center and the C.A.P. Office.

The Graduate School Manual, the definitive statement of the organization, policies, and procedures applicable to graduate instruction. From the Dean of the Graduate School.

The Degrees Awarded publication contains names of persons receiving various degrees awarded by M.I.T. Published every September, February, and June. From the Registrar's Office.

The Wellesley-M.I.T. Exchange: Guide for M.I.T. Students, summarizing procedures for participating in the program on the Wellesley campus, published in December and April of each year. From the Information Center.

6.00.2 MEMBERS OF THE FACULTY AND ADMINISTRATION

Photographs of faculty and administration, 1972.

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6.00.3 ANNUAL REPORTS

The Report of the President and the Chancellor, to the M.I.T. Corporation, first published 1871-72, published annually about November 1. A larger edition, including the reports of the deans, department heads, vice presidents, and heads of major laboratories, is published later in the month. From the Information Center.

The Report of the Treasurer to the M.I.T. Corporation, published annually in October. A report of operations, gifts, plant facilities, and investments for the preceding fiscal year. From the Comptroller's Accounting Office.

6.00.4 BENEFIT PLANS AND PERSONNEL POLICIES

The Benefits Program for Faculty and Staff, a summary of insurance, health services, retirement plans, and other staff benefit programs. From the Benefits Section of the Office of Personnel Relations.

Major Medical Insurance, details of the major medical expense coverage. From the Benefits Section of the Office of Personnel Relations.

The Children's Scholarship Plan, a leaflet describing the assistance available to members of the faculty and staff with children in college. From the Benefits Section of the Office of Personnel Relations.

Purchasing Policy and Procedures, a brief handbook on purchasing regulations. From the Director of Purchasing.

Catalogue of Laboratory Supplies and Electronic Stockroom Catalogue, price lists of supplies and equipment regularly stocked by the Office of Laboratory Supplies. From the Office of Laboratory Supplies.

Catalogue of Office Supplies and Furniture, price list of supplies regularly stocked by the Office of Laboratory Supplies. From the Office of Laboratory Supplies.

Petty Cash Policy, instructions for supervisors who wish to maintain a petty cash account. From the Comptroller.

Accident Prevention Guide, a handbook on safe procedures for handling chemicals, machinery, and other materials. From the Safety Engineer.

Guide for the Preparation and Submission of Research Proposals, a guide prepared by the Office of Sponsored Research to assist faculty members in the preparation of proposals for externally sponsored research programs and to facilitate the administrative review and transmittal of such proposals. From the Office of Sponsored Programs.

Guide to M.I.T.'s Administrative Offices, a guide to office procedures at the Institute. From the Office of Personnel Development.

Travel Expense Policies, policies and procedures covering reimbursement of travel expenses incurred in the performance of Institute business. From the Comptroller.

6.00.6 DIRECTORIES

These directories are intended for authorized use by Institute personnel only. They should not be made available for advertising, placement, or other commercial use.

Institute Telephone Directory, office and home telephones and addresses, published in the fall. From the Telecommunications Office and the Mail Room.

The Student Directory, including the Directory of Foreign Students, term addresses and telephones, home addresses, and class and course information, published in October. From the Information Center.

The Directory of Foreign Staff, published in November. From the Registry of Guests.

The Alumni Register, a complete roster of all former students, published periodically. From the Alumni Association.

6.00.7 PERIODICAL PUBLICATIONS

Technology Review, a national magazine of science and technology which also serves as M.I.T. "alumni" magazine, published eight times a year by the M.I.T. Alumni Association.

Tech Talk, published every week by the News Office. The Institute newspaper distributed through the Institute mail system, and in the lobbies of major campus buildings.

6.00.8 GUIDES

A Walk around M.I.T., a map, guide, and digest of general information about M.I.T. From the Information Center.

The Guide to the M.I.T. Libraries, a description of library facilities and how to use them. From the Director of Libraries.

The Guide for the Handicapped, a map, guide, and digest of general information about M.I.T. especially for the physically handicapped. Provided by the Planning Office and distributed by the Information Office.

The M.I.T. Tactual Map, a map of the M.I.T. campus for the non-sighted, including a braille directory and an audio cassette describing the map's use. From the Planning Office.

You and M.I.T., a handbook of general information for new employees in the hourly and biweekly categories, from the Office of Personnel Relations.

6.00.9 STUDENT LIFE AND ACTIVITIES

HoToGaMIT, How To Get Around M.I.T., designed originally for undergraduates, but useful to all new members of the Institute community. It provides a comprehensive introduction to the Boston area, as well as student life at the Institute. From the Technology Community Association for a nominal fee.

Undergraduate Residence, describing both dormitory and fraternity residence facilities, intended for entering undergraduates. Published annually in May. From the Freshman Advisory Council.

Graduate Residence, describing residence facilities available to graduate students, published annually in the spring. From the Dean for Student Affairs.

6.00.10 THE HISTORY OF M.I.T.

When M.I.T. Was Boston Tech, by Samuel C. Prescott. The Technology Press, Cambridge, 1954. A history of M.I.T. from its founding in 1861 through its move to Cambridge in 1916 by a witness to much of that period.

Technology's War Record, edited by John H. Ruckman. Murray Printing Company, Cambridge, 1920. The contribution made by the Institute, its staff, its former students, and its undergraduates to the cause

of the United States and the Allied Powers in World War I.

Q.E.D.: M.I.T. in World War II, by John H. Burchard, Technology Press, Cambridge, 1948. A history of the contributions to the allied effort.

Mid-Century: The Social Implications of Scientific Progress, by John E. Burchard. The Technology Press and John Wiley & Sons, Inc., New York, 1950. A verbatim account of M.I.T.'s great Mid-Century Convocation, March 31, April 1, and April 2, 1949.

M.I.T. School of Architecture and Planning 1861-1961: A Chronicle, by Caroline Shillaber. Massachusetts Institute of Technology, Cambridge, 1963. Profusely illustrated history of the first school of architecture in this country.

History of the Lowell Institute School, by Charles F. Park, the Harvard University Press, 1931. The story of a successful educational experiment which started in 1903 and continues to the present time.

Five Years at the Radiation Laboratory, edited by C. Newton, Thelma E. Peterson, Nancy Jay Perkins. The Andover Press, Ltd., Andover, 1946. A "memory-book" history of life at the Radiation Laboratory, 1940-1945.

Flash! Seeing the Unseen by Ultra High-Speed Photography, by Harold E. Edgerton and James R. Killian, Jr. Hale, Cushman and Flint, Boston, 1939. (Revised edition Charles T. Branford, Boston, 1954.)

M.I.T. Revisited, by Gjon Mili. The Institute as observed by the well-known Life photographer and member of the class of 1927, who returned in 1959 to record his impressions.

The Annual Catalogue of the Officers and Students, 1865-6. Reports courses given, lists of early grades, etc.

The Life and Letters of William Barton Rogers, edited by his wife, Emma Savage Rogers, with the assistance of William T. Sedgwick, in two volumes, Houghton, Mifflin and Co., Boston and New York in the year 1896. The definitive biography of the founder and first president of the Institute.

A Life of Francis Amasa Walker, by James Phinney Munroe, Henry Holt and Company, New York, 1923. A biography of the Institute's third president, 1881-1897, who was an eminent soldier, statesman, economist, administrator, and educator.

Henry S. Pritchett, by Abraham Flexner, Columbia University Press, 1943. Biography of M.I.T.'s fifth president, 1900-1905.

Richard Cockburn Maclaurin, by Henry Greenleaf Pearson, the Macmillan Co., New York, 1937. Biography of the Institute's sixth president, 1909-1920.

A Scientist Speaks, assembled by Frances Van Schaick, Undergraduate Association of M.I.T., Cambridge, 1955. Excerpts from the addresses by Karl Taylor

Compton during the years he was the Institute's ninth president, 1930-1949.

The Life of Ellen H. Richards, by Caroline L. Hunt, Whitcomb & Barrows, Boston, 1912. Biography of M.I.T.'s first woman graduate in 1873.

Ellen Swallow, The Woman Who Founded Ecology, by Robert Clarke, Follett Publishing Company, Chicago, 1973. Another biography of "that remarkable First Lady of Science who had to her credit more firsts than any woman of her time."

Robert Hallowell Richards, His Mark, by Robert Hallowell Richards, Little, Brown, and Company, 1936. Autobiography of one of the Institute's first students and graduates (1868), who became a distinguished mining engineer and professor at the Institute, and founder of the M.I.T. Alumni Association in 1875.

Elihu Thomson--Eightieth Birthday Celebration, The Technology Press, Cambridge, 1933. Collection of speeches, papers, and photos in tribute to this scientist, engineer, and inventor who twice served as acting president of the Institute.

Massachusetts Institute of Technology Libraries, by Natalie N. Nicholson, Director of Libraries, M.I.T., June 20, 1974. To be published in Encyclopedia of Library and Information Science.

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